

**Town of Caledon**

***make a difference***



**Job Title: Administrative Coordinator, Planning (Permanent Full-Time)**

**Closing Date: March 8, 2024, 12PM**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting to the Commissioner of Planning & Development & Chief Planner, the Administrative Coordinator, Planning provides a high level of confidential and self-directed executive support for the Commissioner of Planning & Development & Chief Planner. As the Administrative Coordinator, Planning, you will perform the following duties, including but not limited to:

- Assist the Commissioner of Planning & Development & Chief Planner and Managers of the Planning Department in day-to-day activities including limited research, review, and processing of penny submissions for correspondence, documentation, mail, filing, scheduling of meetings, telephone calls, recording minutes if applicable, and assisting with confidential matters.
- Coordinate and finalize Council Agenda and Reports for the Department in a timely manner. Maintain a list of council reports for the Planning & Development department and coordinate with Legislative Services to ensure they have the same reports listed.
- Coordinate with Communications division to publish newspaper advertisement and public notices for all Planning meetings and notices as per the Public Information Meeting Process. Process invoices for advertisements and coordinate creation of invoice for client, maintaining records of the cost recovery process. Reconcile cost recovery account with Finance quarterly.
- Coordinate response to inquiries presented by councilors and/or clients. This includes formal complaints directed to the Commissioner of Planning & Development & Chief Planner.
- Assists Commissioner of Planning & Development & Chief Planner documenting and preparing departmental policies, procedures, and practices. Act as a resource for all Departmental practices and procedures.
- Receive and prepare Freedom of Information requests, ensuring response is provided to the FOI Coordinator within the given timelines, and in the required corporate format.
- Perform additional duties and undertake special projects as assigned.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Business Administration or a closely related field. Completion of MAP accreditation through AMCTO is considered an asset. AMCTO Diploma in Municipal Administration Program (DMA) is an asset. Our ideal candidate has minimum 5 years of administrative experience and municipal experience is an asset.

The ideal candidate will have demonstrated organizational and skills with considerable attention to detail to avoid errors and ability to meet deadlines. We are seeking an individual with superior interpersonal skills including the ability to work effectively in a team environment, a demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data, and excellent verbal and written communication skills.

The successful candidate for Administrative Coordinator, Planning will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$60,225.23 - \$73,805.67 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **March 8, 2024, 12:00PM.***

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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