



The Town of Smiths Falls
Requires One (1) Full-Time
Planning Clerk
(35 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population just over 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border. The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

Position Summary:

Reporting to the Manager of Development Services, the Planning Clerk is the primary point of contact for the Planning Team. The Planning Clerk provides administrative and program support to the Town's planning staff to fulfil the Town's mandate under the Planning Act.

Key Responsibilities include:

- First point of contact for planning enquiries.
- Reviews and processes land use and development applications.
- Conducts site visits as directed.
- Conducts and manages policy and by-law revisions/updates as directed.
- Assists with the coordination and organization of public meetings and workshops.
- Maintains the records management system for the Planning division.
- Monitors application status and ensures that all information is tracked through the municipal Geographic Information System (GIS).
- Updates the website as required for the Development Services Department.
- Administers the Town's Community Improvement Plan and other policies and by-laws under the direction of the Manager of Development Services.
- Acts as the Secretary-Treasurer of the Planning Advisory Committee.
- Acts as the recording Secretary to the Municipal Heritage Committee and Climate Protection Working Group.
- Administers internal financial processes of the Planning Division.
- Supports the development of capital projects and studies undertaken by the Development Services Department.

The successful applicant will possess:

- Minimum of two (2)-years post-secondary, diploma in office administration
- Minimum of three (3) years of administrative experience.
- Municipal and/or planning experience considered an asset.
- AMCTO Municipal Administration Program or Primer on Planning Course would be considered an asset.
- Excellent verbal and written communication skills.
- Ability to work under pressure and multi-task.
- Proficiency in Microsoft Office Suite as well as basic knowledge of Geographic Information System (GIS) and mapping.
- Valid Class "G" Ontario Driver's License.
- Valid and Satisfactory Police Records Check and Driver's Abstract.
- Ability to attend evening meetings outside of regular business hours.

Position Type: Full-time, permanent

Wages: Band H of the pay grid system (\$35.78-\$41.60) per hour.

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Friday March 22, 2024, at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.