



Zoning Clerk

Posting Id	2681
Department	Planning and Building Services Department
Division	Development Planning
Section	Zoning
Job Grade	SEA35 Grade 03
Rate of Pay	\$29.85 - \$35.11 Hourly
Job Type	Temporary Full Time - Contract
Contract Length/End Date	1 year
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	07/31/2024
Application Deadline	08/14/2024

Position Summary

Reporting to the Manager, Development Zoning, the Zoning Clerk will provide all necessary administrative support to the Zoning section. You will coordinate meetings schedules, manage documents work flow, prepare written materials and assist in the preparation of presentations. You will be the first point of contact for all related enquiries, and provide back up support to other areas within the department as required.

Key Duties and Responsibilities

- Schedule meetings, coordinate meeting agenda items, and collect other supporting documents
- Maintain project files and binders for all documents along with electronic backups
- Follow up with project team and other planning staff on upcoming meetings and deadlines
- Prepare general correspondence to support project team activities, proofread and format letters, memos and other documentation, photocopy and scan documents, obtain required signatures and distribute and mail documents to intended recipients
- Maintain confidentiality and security of all related sensitive information
- Respond to and forward incoming phone calls from community members, developers, consultants, and ensure they are connected with appropriate resource
- Provide follow-up information on projects
- Provide clerical support to Zoning By-Law project team
- Provide administrative/clerical support to the department where necessary

Education and Experience

- Diploma in Business Administration, or related discipline
- 1 year experience
- Prior experience within municipal government is an asset

Required Skills/Knowledge

- Proficient in Microsoft Office Suite
- Knowledge of PALIS, ArcGIS, OnPoint and Atrium is an asset
- Ability to work as part of a team
- Ability to retain confidentiality and security of sensitive information and use discretion as appropriate
- Ability to effectively prioritize tasks within tight deadlines
- Ability to deal effectively with all levels of staff, elected officials and the public with tact, courtesy, discretion and diplomacy
- Strong attention to detail and accuracy
- Highly developed customer service skills
- Effective time management skills and the ability to multi-task and establish priorities, and adapt to constantly changing deadlines
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo

- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the [‘View Jobs for Current Employees’](#) link on the [City's Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.