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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Clerk, Planning

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$60,248.15 to \$73,890.58

Closing Deadline: August 4, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting directly to the Manager, Development Planning, the Planning Clerk is responsible for providing quality customer service and administrative support to ensure the effective and efficient operation of the Planning & Development Services department. Responsibilities include but are not limited to providing front desk reception services, administrative support, preparing and distributing Planning Notices, preparing routine planning information reports to Committee, assisting with file and records management, regularly using the CityView database as a workflow and documentation tool, creating and amending templates and forms and updating CityView and the Town's planning webpage, as required. In addition, this position provides support to the Secretary/Treasurer to the Committee of Adjustment/Planning Technician and other department staff.

Qualifications

To be considered for this opportunity, you will have successfully obtained a Community College diploma in Business Administration or a related discipline, along with a minimum of two years of related experience, municipal environment would be an asset. You will have basic understanding of the Planning Act and capability to learn new management system such as Cityview/Access and Oracle database program. You possess proficiency in the operation and use of Microsoft Office applications and have excellent organizational, interpersonal and customer service skills. You will also have the ability to deal courteously and effectively with the general public and staff, in a fast paced, high volume environment.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.