

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Administrative Assistant, Planning and Building Infrastructure Services Department (18-month contract position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town of Orangeville has a contract opportunity available for the position of Administrative Assistant, Planning and Building. This is an eighteen (18) month contract position, to begin in November 2025.

Reporting to the Manager, Planning and to the Chief Building Official, The Administrative Assistant, Planning and Building provides administrative support to the Planning and Building Divisions within the Infrastructure Services Department.

Job Duties:

- Ensuring planning application and building permit application submissions are complete, processed, logged, and circulated and all records and documents created are filed; scheduling building permit inspections and other meetings as required; following up on status of circulations; preparing permits; ensuring all necessary documentation is complete prior to issuance of building permits; ensuring planning and building documents are current and available; and updating planning information content on the Town's website, as needed.
- Responding to counter, phone and e-mail inquiries regarding planning application submissions and requirements, policy interpretation, pre-consultation requirements, permit requirements and directing inquiries as required.

- Assisting with the preparation and circulation of public meeting notices, circulation of applications to appropriate external agencies and internal departments, processing and administering Heritage Permit and Boulevard Café applications.
- Updating and maintaining all planning and building permit applications.
- Processing planning and building permit application fees, development peer review expenses and forwarding all information to the Finance division; ordering office supplies.
- Other duties as assigned.

Qualifications:

- Community College diploma and knowledge of administrative processes and records management.
- Working knowledge of the Planning Act, the Ontario Building Code Act, municipal by-laws, policies and standards, as well as planning policy framework including the Provincial Policy Statement, Provincial Plans, Official Plans, and zoning by-laws.
- Two (2) years of relevant work experience in the planning and/or building field, in a municipal, legal or private sector development setting or in a position of similar responsibility.
- Primer on Planning, Legal Process for Building Officials and Designers and Building Services courses are an asset.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Experience with Building permit tracking software or planning application tracking software and/or ArcMap GIS is an asset.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary Range: \$62,109.50 to \$72,569.34, Band 7 on the Town's 2025 Pay Grid, plus a contract benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Tuesday, September 30, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.