



Career Opportunity – Internal/External Posting

Planning and Development Services Assistant (Temporary Contract – 18 Months) Community and Development Services

Position Summary:

Reporting to the Manager of Planning and Development Services, the Planning and Development Services Assistant provides administrative and clerical support to Planning and Development Services. This role provides excellent customer service through the preparation of agendas and minutes, the coordination of activities, and initial support and review on planning applications or matters as required.

Key Responsibilities:

- Provide excellent customer service as the first point of contact for Planning Services and Development Services inquiries, including in-person, email, written, telephone and online service requests.
- Liaise with property owners, contractors, engineers, architects, designers, lawyers and other internal departments and external agencies as needed.
- Prepare and submit correspondence to the County of Essex and the Ontario Land Tribunal, as required.
- Process incoming applications submitted for approval under the Planning Act, process fees, and communicate with proponents, departments and agencies.
- Responsible for working with and safeguarding confidential information related to private property, legal, financial and construction information related to a property.
- Provide administrative support including correspondence, financial coding and proofreading documents.
- Process supplies, filing and coding of invoices.
- Participate in and support both internal and external meetings. Create agendas, prepare meeting minutes, prepare visual aids and other related information for meetings.
- Provide Cloudpermit support to applicants, clients and internal departments, as required.
- Setup and attend Committee of Adjustment meetings as Recording Secretary.
- Circulate notices and decisions within the legislative timelines.
- Coordinate records retention for the Planning and Development Services department.
- Provide administrative support to lead staff to finalize land division applications, draft reports to Council and Committees, by-laws and Council Presentations.

- Act as the Planning Services Corporate Policies liaison (Records Information Management System)
- Consolidating amendments to the Municipal Official Plan and zoning by-law, as assigned.
- Provide coverage for other administrative assistants in their absence.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a two-year college diploma or equivalent in business administration, office administration, or a related field.
- Must have a minimum of one year of experience in an office setting, preferably in a municipal environment.
- Must have strong organizational and analytical skills, superior customer service, dedication, pride in work and a positive attitude.
- Must demonstrate excellent clerical, communication, and interpersonal skills.
- Must be proficient in Microsoft Office computer programs.
- Must be able to demonstrate the motivation, ability, and willingness to be a contributing member of the team.
- Experience in GIS mapping and financial software (Vadim), Cloudpermit, and file management software (SharePoint) is an asset.
- Must possess a valid Ontario Class 'G' driver's licence.

Hours of Work and Working Conditions:

This position is employed 35 hours per week, in an office environment. Some travel and attendance at evening meetings is required.

Employee Group:

Non-union.

Hourly Range:

\$33.70 to \$39.43 hourly (2026 Rates).

Closing Date:

Applications must be received by 11:59 PM, Sunday, October 4, 2026.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers. We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761