

JOB DESCRIPTION

POSITION:	SECRETARY/TREASURER COMMITTEE OF ADJUSTMENT		
DEPARTMENT:	Planning & Building Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543038
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.13

DUTIES:

Reporting to the Manager of Planning Policy/Deputy City Planner, this position will be responsible for the processing and recording of applications in accordance with the Planning Act for minor variances and consents of the Committee of Adjustment. Attends, records, and prepares minutes and Orders of Committee of Adjustment hearings in accordance with the Planning Act. Provides information and responds to inquiries from Committee Members. Organizes orientation sessions for new members. Assists the public and civic departments on the telephone and at the counter concerning inquiries on Committee of Adjustment procedures. Signs application as Commissioner of Oath. Processes applications, fees and refunds. Liaises with lawyers, contractors, architects, land surveyors, etc. regarding Committee of Adjustment matters. Coordinates bookings of facilities and special needs for OMB Chair and Committee of Adjustment meetings. Reports annually on performance indicators. Identifies issues, prepares communications/materials and updates policies/procedures forms related to the coordination of the Committee of Adjustment. Processes appeals to the OMB from Committee of Adjustment and attends court proceedings as required. Instructs, directs and assigns clerical duties to the Committee of Adjustment Clerk. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education in a Law, Planning or Business Administration field, or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience with Provincial Statutes relating to the Planning Act and Committee of Adjustment, processing appeals for Ontario Municipal Board, and related procedures;
- Must have experience in a computerized office environment, utilizing the Microsoft Office Suite of Products (i.e. Word and Excel), preferably in a municipal setting;
- Must have a typing speed of 50 wpm;
- Must have a demonstrated knowledge of Committee of Adjustment process;
- Must have working knowledge of the Planning Act and other related by-laws as they relate to minor variances/permission and consents/severance, land division applications;
- Must have the ability to read and interpret construction drawings, surveys, land descriptions, and legal documents;
- Must have excellent communication, organization, and interpersonal skills;
- Must be eligible for appointment as Commissioner for taking oaths and affidavits;
- Accredited Secretary Treasurer Designation from Ontario Association of Committee of Adjustment and Consent Authorities considered an asset;
- Experience in Amanda and EIS considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.