



## **Administrative Assistant – Planning & Development**

### **About Torbay**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

### **The Position**

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Administrative Assistant – Planning & Development**. Reporting to the Director of Planning and Development, this position is accountable for the delivery of administrative support, data entry and control, responding to non-technical and technical inquiries, as well as keeping meeting minutes for the Planning and Development Department and the Planning & Development Committee. The position will be involved in data processing, as well as adopt specific planning related projects from time to time. This is a front-line administrative position that requires a highly motivated individual with a strong work ethic and a commitment to professionalism and customer service.

### **Major Duties & Responsibilities**

Specifically, the Administrative Assistant – Planning & Development will:

- Respond to technical and non-technical questions relating to planning and development inquiries, including development applications, zoning/plan amendments, variances, discretionary uses, compliance requests, complaints, and other matters relative to the operation of the Planning & Development Department; or directing persons or organizations to appropriate departmental staff or appropriate officials on matters beyond the responsibility of this position.
- Compile, verify, register, and process applications, plan/zoning amendment requests and other forms and documents in accordance with Town procedures, using computerized and manual processing systems. These duties require the use and maintenance of the Town's permit management system.
- Issue minor permits (such as minor repairs/renovations, small accessory structures, or others as assigned) and mobile vending licenses, after requested documents have been processed and approved. Ensures that requested documentation for permit applications is received and receipt of such information is recorded.
- Ensure all Development Applications, Planning and Zoning Amendment requests, Compliance Letter requests and Complaints are recorded and sent to the appropriate personnel, including bring forward of files for necessary action.

- Maintain and track the internal referrals for application or planning reviews.
- Ensure that all required public notices related to the Department are advertised and maintain a list of persons sent notices via mailout. Maintains file records in relation to responses received.
- Arrange meetings, including Planning & Development Committee meetings, by preparation and circulation of agendas, scheduling delegations, taking/transcribing meeting minutes, assembling Committee reports for public posting and ensuring pertinent information is forwarded to Council.
- Arrange public hearings and public consultations at the request of the Director or other designated personnel.
- Send civic numbering/new street information to appropriate government departments and agencies, emergency organizations and other interested organizations. Maintains list of government departments/agencies and organizations requiring this information.
- Composing routine letters/memos and legal orders for the signature of the Director or others, as directed; this may include the initial drafting of agreements based on existing templates existing on Department record.
- Maintain routine interaction with developers, government personnel and consultants regarding planning and development issues.
- Provide efficient accounting services, receiving and ensuring payment of fees for applications, building permits or refundable deposits. Ensures receipts are filed in appropriate civic files, recorded in the appropriate electronic data entry files, receiving, and receipting cash and other payments.
- Maintain a high level of personal competence and confidentiality through the maintenance of high level of knowledge of procedures relative to the position, matters relative to the functions of the Planning and Development Department and the Planning and Development Committee, and maintaining high levels of secretarial, clerical, administrative, and technical skills including acquiring and maintaining competence in current technologies related to the position.
- Periodically provide efficient receptionist, switchboard, clerical support to the Town, by personally receiving visitors and directing them to the appropriate officials, receiving and directing all telephone calls and/or taking messages.
- Provide general assistance in the administration of Town affairs by performing other incidental and related duties as required, such as the preparation of draft power point or other presentations and other related duties.

### **Qualifications**

The ideal candidate will have:

- Successful completion of an Office/Business Administration Program from a recognized post-secondary institution.
- Five (5) years' experience in an office environment with responsibility for similar duties.
- Familiarity with MS Office Suite products including MS Word, Excel & PowerPoint.
- Ability to type at least 30 words per minute for meeting minute taking purposes.
- Strong attention to detail and demonstrated organizational skills.
- Ability to communicate effectively with members of the public in a responsible and professional manner both orally and in writing.

- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the municipality's mission, values, and guiding principles.
- Experience in a municipal office setting and ability to use a Permit Management System will be given preference.
- Any equivalent combination of experience and training deemed acceptable to the Town.

### **Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence to careers@torbay.ca no later than **4PM on Friday February 2<sup>nd</sup>, 2024.**

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

***The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.***