

JOB DESCRIPTION

POSITION: COMMITTEE OF ADJUSTMENT CLERK

DEPARTMENT: Planning & Building Services

LOCATION: Various

UNION: C.U.P.E. Local 543

HOURS OF WORK: 33.75

JOB CODE: 543031

SHIFT WORK REQ'D: No

GRADE/CLASS: 0.08

DUTIES:

Reporting to Manager, Urban Design/Deputy City Planner, this position receives and processes variance and severance applications and ensures they are fully completed, including the receipt of appropriate fees; liaises with applicants to respond to related inquiries; verifies and researches information pertaining to applications; transcribes notices for consideration and agendas; assists in the preparation of agendas and information packages for Committee meetings; scans and attaches documents in Amanda; maintains related files and records; provides clerical services for other departmental responsibilities when required; will provide back-up to the Secretary/Treasurer, Committee of Adjustment position when required; maintains good relations with the public and fellow employees. 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 or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word and Excel;
- Must have a minimum typing speed 50 wpm;
- Must have a demonstrated knowledge of committee, board, and commission processes;
- Must have the ability to undertake detailed research;
- Must have good communication, organizational and interpersonal skills;
- Familiarity with the Planning Act as it relates to minor variances and land division is 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.