



Planning Program Assistant

Permanent Position
Immediate Opening
Competitive salary package

The Planning Program Assistant is responsible for providing administrative support to the Planning and Regulation Department. The position will provide initial environmental and technical information in response to inquiries from the public regarding municipal planning matters including the Planning Act; applications under Section 28 of the Conservation Authorities Act; and other applicable legislation. The position will also manage all information, mapping and records for the department. We are seeking an individual to provide administrative and technical support that demonstrates professionalism, attention to detail and organizational skills.

General Duties (including but not limited to)

- Compile, verify, record and distribute applications, permits, registrations, inquiries and other forms and documents in accordance with established procedures, schedules and templates
- Prepare relevant background data, file searches, mapping and other documents pertinent to planning and regulation applications
- Maintain planning records, including database entry, fee tracking, compilation, updating, filing and reports
- Administrative support including answering telephone, client reception, incoming and outgoing mail, supplies, purchasing, meeting arrangements and preparation of correspondence and reports
- Provide liaison between the Authority, the public, federal, provincial and municipal staff, developers, consultants, real estate agents, and special interest groups with regard to the Planning and Regulations department as required

Qualifications

- Minimum 3 years demonstrated experience in an administrative position preferably in a planning environment
- Post secondary education in office administration or related discipline or equivalent experience
- Experience in dealing with relevant provincial planning policies and Conservation Authority regulations
- Excellent communication skills, both written and oral
- Applicants must have a strong background and related job experience with the Microsoft Office software suite, and use of database processes
- Ability to prioritize workloads
- Experience in providing superior customer service
- Possess a valid M.T.O. driver's licence and clean driving record

Qualified candidates are invited to submit a resume, a covering letter and a separate document that **clearly demonstrates how they meet the above position requirements**, in one MS WORD or ADOBE PDF file format, no later than **November 30, 2009** to:

Mark Majchrowski, Director Watershed Management

KAWARTHA CONSERVATION

277 Kenrei Road, R.R. #1, Lindsay, Ontario K9V 4R1

Fax: (705) 328-2286

Email: resumes@kawarthaconservation.com

Re: Planning Program Assistant

Thank you for your interest in Kawartha Conservation, but only those applicants that are successful in receiving an interview will be contacted.

For the complete Terms of Reference go to: www.kawarthaconservation.com/resources/opportunities.html