



## JOB POSTING

### ADMINISTRATIVE ASSISTANT - PLANNING

Tay Valley Township is seeking a full-time Administrative Assistant – Planning. Reporting to the Planner, the Administrative Assistant – Planning will be responsible for providing advice, assistance and guidance to prospective applicants regarding planning and building processes, will undertake file preparation, tracking and initial review at the application intake stage, and will facilitate direct communication between applicants and the Planner and Chief Building Official during the application review and approval stages, among other building and planning related duties. A detailed job description is available on the Township website at [www.tayvalleytwp.ca](http://www.tayvalleytwp.ca).

As the preferred candidate you will have attained post-secondary education in office administration and/or the land use planning field. Successful completion of The Primer on Planning Course will be considered an asset. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel, PowerPoint and GIS. Experience in a municipal or planning environment will be considered an asset.

The wage range is \$22.62 to \$25.13 (2017 rates) per hour, based on a 35 hour work week. A comprehensive benefit package is available to all employees.

Qualified candidates are invited to submit a covering letter and resume clearly marked “**Administrative Assistant - Planning**”, prior to 12:00 noon, August 24, 2017, to:

Tay Valley Township  
Attn: Clerk  
217 Harper Road  
Perth, ON K7H 3C6  
or e-mail: [clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca)

*Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*