



Planning & Technical Services Assistant

Established: August 30, 1995

Revised: August, 2004

Revised: May, 2006

Revised: July, 2010

Division: Planning and Technical Services Division

Reports to: Director of Planning and Technical Services

Summary Description

The Planning & Technical Services Assistant is responsible for maintenance of departmental administrative processes and systems to ensure efficient and current access to information and for providing administrative and technical support to the Director of Planning & Technical Services and divisional staff. Responsibilities include collection, summarization and analysis of statistical information, coordinating projects relative to property inventory, sales and leases, preparing relevant legal documentation, maintenance of web pages and preparation of technical documents, administering specific administrative projects and services, and providing customer service relative to answering inquiries and providing information to the public.

Work Performed

Independently responsible for the following activities:

- Processes and prepares Offers of Purchase and Sale, Lease Agreements, Transfers of Land and other related documentation relative to the sale/lease and management of land;
- Processes and prepares legal documentation as it may relate to Subdivisions, Development Agreements, Encroachment Agreements, Caveats, Discharges & Postponements including the registration thereof at the Land Titles Office;
- Insures Letters of Credit are current and valid for development projects;
- Maintain departmental administrative processes and systems.
- Commissions legal documentation on behalf of the Town and outside public-at-large;
- Manage leases, contracts and agreements to ensure currency, compliance and fee collection.
- Maintain the departmental web page(s) for services provided.
- Maintains Department's Safety Manual and General Safety Correspondence and records Safety Minutes
- Maintains staff agendas and minutes (for division)

Provides administrative support in the following areas:

- Processes, prepares and transcribes correspondence, reports, contracts, agreements and other relevant documents;
- Format and edit technical documents to conform to a standard;

- Prepares Bylaws, Notices and Agendas for Public Hearings;
- Prepares and places advertisements and notices in the media;
- Researches property files relative to answering inquiries/correspondence for specific projects;
- Maintains the land information system, department and electronic files;
- Maintain project information including requirements of grant programs;
- Organize, arrange and act as secretary for MPC and Naming Committee and public or other major meetings and input sessions;
- Responsible for the duties of the Assistant Development Officer in his/her absence;

Relationships

This position reports to and works under the direction of the Director of Planning & Technical Services.

- General Public – for the information and assistance related to departmental activities.
- MPC – to provide administrative support.
- Other departmental staff –provides support and assistance and
- Acts as back-up to the Assistant Development Officer
- Other town staff – to provide information and assistance on agreements and other legal documentation.
- Approves Purchase Orders up to \$1,000.00

Knowledge, Ability and Skills Required

The incumbent is expected to demonstrate the following competencies and behaviors to successfully meet the requirements of the position:

- Exceptional interpersonal, verbal and written communication skills with staff and the public-at-large;
- A constant awareness of who the customer is, both internal and external with a recognition of the customers needs;
- Ability to communicate and educate the public and promote participation in the understanding, development and acceptance of property management and development applications;
- Ability to work cooperatively and support co-workers in a positive team environment and share work expertise and knowledge;
- Ability to be flexible to work as a team player with minimum supervision and effective use of time management;
- A high degree of personal initiative with good organizational skills and professionalism;
- Continuing personal education and development relative to property management, development, computer systems and software;

Qualifications:

- Grade 12 plus post-secondary training and experience in administration, planning, engineering, development process or legal assistance;
- Proficiency in use of Microsoft Office Suite, AS400 applications; Web design programs, Microsoft Project and GIS;
- Understanding of the subdivision and land registration process.
- Experience in administrative support for Boards or Committees

- 5 years practical and planning experience in an engineering, planning or technical office environment requiring extensive use of administrative and technical skills.
- Eligible for registration as a Commissioner of Oaths