

JOIN OUR TEAM

Planning Clerk

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

Are you looking for a career opportunity in a fast-growing community? The City of Thorold is offering an exciting opportunity for a motivated individual to gain hands-on experience in municipal planning. The Planning Clerk is an important contributor in the planning division supporting the division through a variety of administrative tasks, most importantly, holding the role of Secretary-Treasurer to the Committee of Adjustment. This is a fantastic opportunity to grow professionally while contributing to meaningful work that helps shape our community.

Primary Function

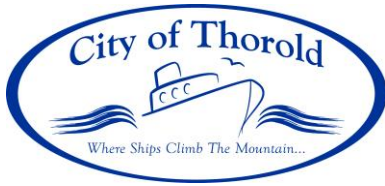
Under the supervision of the Development Coordinator, the Planning Clerk performs administrative duties related to the Planning Division.

Duties and Responsibilities

- Process mail, daily cash receipts for Committee of Adjustments (COA) and maintain departmental petty cash
- Book meetings and appointments as required
- Accountable for the Committee of Adjustment/Property Standards Committee process
- Review and process invoices and undertake associated accounting duties
- Maintain office supply inventory
- File management including archiving of closed files
- Respond to telephone and counter inquiries
- Liaise with staff regarding planning files specific to COA applications
- Provide administrative support to all departmental staff
- Other related duties as assigned

Education/Experience

- Minimum completion of a two (2) year college program in an Office Administration Program, or a combination of equivalent related education and relevant work experience
- A minimum of two (2) years related work experience preferably in a public sector office environment. Some experience in organizing and directing work preferred



- Have, or be willing to obtain, accreditation as an Accredited Committee Secretary Treasurer (ACST) through membership in the Ontario Association of Committees of Adjustment (COA) and Consent Authorities; and become a Commissioner of Oaths pertaining to Committee of Adjustment duties
- Knowledge of the Committee of Adjustment procedures
- Good verbal and written communication skills required

Conditions of Employment

Required to work under the general supervision of the Development Coordinator and Manager of Planning Services in an office, involving mental and visual concentration with frequent interruptions. Some overtime may be required.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Location: Development Services Location

Rate of pay: \$31.92

Position Type: Full time permanent, unionized position

Hours of Work: 35 hours per week, 8:30am - 4:30pm, Monday to Friday

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via hr@thorold.ca no later than **Sunday May 11, 2025**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.