



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

Development Services – Administrative Clerk

This position involves supporting Development Services in managing tasks related to planning and building approvals for the Township of Uxbridge. The role includes performing clerical duties, assisting residents and stakeholders with inquiries about planning processes and permits, and collaborating with team members on reviewing and distributing applications. Additional responsibilities may involve conducting research, creating visual materials, and preparing information for Council presentations.

This is a contract position commencing May 12, 2025, and expiration date of August 29, 2025. The ideal candidate will receive a rate of pay of \$17.50 per hour, based on 35 hours/week.

Job Description:

- Provide comprehensive clerical and organizational assistance to the Development Services team, including preparing correspondence, maintaining records, and organizing meetings.
- Ensure the accuracy and timely completion of administrative tasks to support team efficiency.
- Assist in serving as the first point of contact for residents, developers, and other stakeholders, addressing questions related to planning and permitting processes.
- Respond to inquiries via phone, email, and in-person with professionalism and clear communication.
- Assist in the intake, review, and distribution of planning and building applications, ensuring all documents meet established standards and are correctly filed.
- Collaborate with the Sr. Permits & Approval Analyst in processing applications, including verifying information, coordinating communications with applicants, and circulating materials for review.
- Conduct research to support the preparation of reports, presentations, and recommendations for Council.
- Assist in creating visual aids, graphics, and supporting documentation to enhance communication and decision-making.
- Handle sensitive information in strict accordance with privacy legislation and organizational policies.
- Ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable regulations

Qualifications include:

- Post-Secondary student pursuing an education in Urban Planning, Geography (GIS), Environmental Studies, Architecture, Construction and Engineering Technologies, or a similar field
- Strong organizational and time management abilities to handle multiple tasks and deadlines.
- Exceptional written and verbal communication skills for clear interaction with colleagues and the public.
- Proficiency in Microsoft Office software, including word processing, spreadsheets, and presentation tools.
- A customer-focused approach with the ability to work effectively in a team setting.
- Understanding of municipal planning and permitting processes is an asset.

If you are interested in joining our team, please forward your resume with cover letter to Hilary Williams, Director - Development, By-Law & Animal Services at hwilliams@uxbridge.ca. Resumes will be accepted until February 7th, at 5:00pm.

We thank all applicants and advise that only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.