



## The Long Point Region Conservation Authority is currently recruiting for:

### PLANNING AND REGULATIONS CLERK

**Posting Date:** Sept 19, 2024

**Closing Date:** 11:59 p.m. Oct 6, 2024

**Job Status:** Full-Time

**Department:** Watershed Services

**Rate of Pay:** \$31.86 - \$39.12/hr

**Hours of Work:** 35 Hours/Week

**Posting No.:** 079-24

#### **Position Summary:**

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Reporting to the Manager of Watershed Services the Planning and Regulations Clerk is the primary point of contact for the Planning and Regulations team. The Planning and Regulations Clerk provides efficient and effective administrative support to the Planning and Regulation Department, including: database/records management, general administrative and customer support, organize and prioritize files, escalating information/requests and departmental reporting. This position shares responsibility for administrative services related to all functions of the planning and regulations team including: Planning Act applications, applications pursuant to Ontario Regulation 41/24, solicitor inquires and general inquires.

The ideal candidate is hard-working, highly organized and familiar with planning and environmental management principles and technologies. Strong networking, communications, and customer service skills are also required. The Planning and Regulations Clerk must be resourceful, detail oriented, and possess an exceptional ability to work well independently and with a team.

#### **Qualifications:**

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- Graduation from a recognized College in a minimum two-year diploma program in office administration, geography, environmental science, planning, or a similar discipline.
- Minimum 2 years of related work experience (Conservation Authority or Municipal environment preferred).
- Working knowledge of natural resource management or water management principles and familiar with the Conservation Authorities Act, Planning Act, Provincial Policy Statement, Drainage Act and associated regulations and municipal planning is an asset.
- Demonstrated ability to organize information and prepare written reports and summaries in a timely and effective manner.
- Experience reviewing and interpreting plans and drawings (i.e. site plans, grading and drainage plans, construction drawings, etc.)
- Demonstrated ability to use and interpret mapped information including aerial photography, legal surveys, QGIS desktop software suite is required.
- Proven ability to work as a member of a team and in situations without direct supervision.
- Excellent communications (both written and verbal), administrative, organizational and interpersonal skills.

- Demonstrated ability to express oneself clearly and accurately, both verbally and in writing.
- Ability to relate to and maintain good working relationships with landowners and other members of the general public.
- Proficiency in all applications of the Microsoft Office suite of programs including Word, Excel, PowerPoint and Outlook.
- A valid Driver's License (class 'G') and ability to travel to various locations within the Long Point Region watershed.

### **Responsibilities:**

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- Provide various administrative support for day-to-day operations of the Planning Department including record keeping and digitization, document management systems, database management, screening and responding to incoming requests, retrieving relevant files for department staff, and data entry.
- Intake of all public inquiries, including phone calls, emails, and in person walk-ins.
- Provide excellent customer service by processing, responding to and/or prioritizing inquiries in a helpful and timely manner.
- Monitors application status and ensures that all information is tracked and followed-up with in accordance with applicable legislative timelines.
- Perform initial screening of planning and regulations applications and work with proponents to ensure relevant information is collected.
- Screen and respond to incoming real estate agent and lawyer property inquiries.
- Completes reports as required for Conservation Ontario, MNR and other applicable agencies/organizations.
- Other duties as assigned.

### **Location/Working Conditions:**

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- Tillsonburg with some travel.
- 35-hour work week (Monday – Friday 8:30 a.m. – 4:30 p.m.).
- Additional hours may be required to meet deadlines or attend meetings.

### **Benefits**

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- Participation in OMERS defined-benefit pension plan.
- Comprehensive benefits package.
- Free access to Conservation Ontario parks.

**Application Deadline:** 11:59 p.m. on Sunday, October 6, 2024

**To apply:** Please send your cover letter and resume in a single PDF or MS Word document by email to [hr@lprca.on.ca](mailto:hr@lprca.on.ca) (Subject: 079– 24 Planning and Regulations Clerk).

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.