

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – ZONING & COMMITTEE OF ADJUSTMENT - LOCATION – HYBRID (City Hall))
ASSISTANT SECRETARY, LAND DIVISION COMMITTEE – CUPE 5167

SUMMARY OF DUTIES

Report to the Secretary-Treasurer, Committee of Adjustment/Land Division Committee. Administer the "Consent" process; administers and performs duties associated with the administration of the Committee of Adjustment.

Accountable for achieving sectional Divisional goals and objectives Results oriented in a deadline driven environment.

GENERAL DUTIES

Responsible for assisting the Secretary-Treasurer in the effective coordination of Committee of Adjustment meetings.

Responsible for assisting the Secretary-Treasurer with the preparation of Committee of Adjustment meetings, when required.

Responsible for the preparation of Agendas, Minutes, Reports of the Committee of Adjustment.

Provides procedural advice and legislative assistance to the Committee Chairs of the Committee of Adjustment, as required.

Attends and provides the respecting Secretary-Treasurer with assistance at the Committee of Adjustment meetings.

Assists the Secretary-Treasurer with the notifications sent to all interested parties of decisions of Committee of Adjustment by preparing official correspondence including correspondence to other levels of Government and Outside Organizations.

Responsible for setting up the Committee of Adjustment meetings in YouTube on a weekly/daily basis.

Responsible for assisting the Secretary-Treasurer with the livestreaming of the Committee of Adjustment meetings.

Assists with the administration of eSCRIBE and AMANDA.

Receives, checks and processes new consent and minor variance applications; follows up on deficiencies.

Advises and consults with applicants, staff, public, lawyers, developers, elected officials and government agencies on the consent and minor variance process.

Checks legal descriptions of transfers of land or other land transaction documents.

Issues "Certificate of Consent." Formulates conditions of consent.

Prepares "Notices of Public Hearing" for applications.

Prepares evidence packages for appeals to the Ontario Land Tribunal (OLT).

Writes reports; composes correspondence; compiles statistics.

Maintains a log of Minor Variance and Consent application and LPAT appeal activity.

Commissions affidavits.

Recommends procedural changes, forwards for approval.

Assists with the training and guidance of new staff.

Assists the primary contact for the Committee of Adjustment.

Assists with Committee of Adjustment follow up, when required.

Conducts site inspections.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the job.

QUALIFICATIONS

1. Demonstrated experience related to the duties above, normally acquired by successful completion of a two-year program at the community college level in planning or an equivalent combination of education and relevant work experience, preferably in a Committee of Adjustment/Municipal Clerks/Legislative setting.
2. Knowledge and understanding of The Planning Act Legislation, parliamentary practices and procedures, and genal statues governing municipal operations in Ontario.
3. Experience in a computerized environment with a proficiency in Microsoft Windows – Word, Excel, Outlook, PowerPoint and Adobe Acrobat.
4. Knowledge and understanding of the variance and consent process.
5. Excellent interpersonal and written communication skills and ability to deal diplomatically with all levels of management, staff, elected officials and the public.
6. Excellent and effective time management skills.
7. Possesses a demonstrated record of working in a team-oriented environment
8. Able to work independently on multiple priorities and ensures deadlines are adhered to and established procedures followed.
9. Ability to take and transcribe minutes.
10. Must be available to perform duties outside normal business hours, in a fast paced, deadline-oriented environment.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.