



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
ENGINEERING DEVELOPMENT & WORKS
SECRETARY-TREASURER
FILE #: 2018-35

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Secretary-Treasurer**. Reporting to the Manager of Planning or designate, the Secretary-Treasurer will perform the duties of processing development applications, such as minor variances, consents, zoning by-law amendments and plans of subdivision/condominium, pursuant to the regulations of the Ontario Planning Act and the County of Prince Edward Official Plan.

The ideal candidate will possess the following:

- Legal Administration Diploma or Office Administration Diploma – Legal Secretarial background preferred.
- 2 years progressive experience in related municipal, Legal (real estate) or surveying sector(s).
- Knowledge of the Land Registry\Titles process and Teraview system.
- Good knowledge of Planning Act regulations.
- Completion of AMCTO's *Primer on Planning* course is preferred
- Excellent oral and written communication skills.
- Ability to deal with numerous demands in a highly organized, professional and competent manner.
- Excellent interpersonal skills and a demonstrated ability to work with all levels of staff and the general public.
- Ability to manage time and meet deadlines.

The current wage range for this position is \$26.60 to \$27.88 as per Band 8 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please forward your application prior to **4:00 pm on July 13, 2018** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.