

## Permit Administrator (Job # 2021-070-IE)

<b>Department:</b>	Development Services, Building Division
<b>Status:</b>	Permanent, Full Time
<b>Date Posted:</b>	October 22, 2021
<b>Date Closing:</b>	<b>November 5, 2021 4:30 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
<b>Salary:</b>	\$56,339.12 – \$68,545.16 per year

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### Position Purpose:

Responsible to enter, maintain and update data on our Property Management System. Ensures all relevant Building Permit documentation is received and appropriately filed. Coordinates the distribution and collection of submissions for subsequent review by others. Assesses Permit Applications for basic completeness and communicates/documents application deficiencies discovered during preliminary review to various clients. Answers basic technical client questions by ensuring the use of prescribed Provincial and Town forms. Processes the collection and refund of fees. Balances receivable/payable accounts and monitors budgets for overage. Provides customer reception, liaison duties and monitors workflows. Performs initial reviews of applications for Applicable Law compliance. Other related duties include mailings, file maintenance, meeting minutes taking, report generation, and file tracking.

### Qualifications and Requirements:

- Community College Diploma in Business, Public Administration, Architecture, Engineering or another related discipline (Any BCIN qualifications will be considered an asset).
- Minimum of two (2) years of related experience, preferably in a Permit Approval environment.
- Proficiency using various types of software programs (Word, Excel, Access, Outlook, Adobe). Ability to easily learn and grasp specialized software in accounting, report generation and property management databases.
- Superior organizational/time management skills including the ability to work independently and to meet assigned deadlines. Able to work in a team environment.
- Strong communicator who possesses well-developed technical skills and is committed to ongoing professional development.
- Excellent problem solving and administrative abilities, including the ability to effectively review/process detailed information (including construction drawings/surveys) and making good judgement based on facts.
- Ability to meet deadlines and/or work additional hours in periods of peak workloads that may include evenings and weekends, as required/assigned.

### How to apply:

Please forward your resume in confidence by **November 5, 2021 at 4:30 p.m.**, identifying **Job # 2021-070-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**