



## Town of Iroquois Falls Employment Opportunity Planning and Zoning Officer

Reporting to the Chief Administrative Officer, the successful candidate will be responsible for the review of residential, accessory, and commercial site plans and lot splits, and confirming their compliance with the Planning Act. The Planning and Zoning Officer is also responsible for reviewing all construction, planning, zoning, and sign permit applications for compliance with the relevant municipal ordinances, and for issuing them upon approval. A significant amount of time will be devoted to routine administrative tasks, often working closely with the public to provide customer service on planning and development issues.

The ideal applicant should possess the following education and work experience:

- Ontario Secondary School Diploma.
- Post-Secondary Education, preferably in related field.
- Minimum 4 years of experience in an administrative, or similar staff support function.
- Knowledge of zoning regulations, general land use development, building codes, and manual and electronic record keeping.

The Town of Iroquois Falls offers a comprehensive compensation and benefit package commensurate with experience. Please visit our website at [www.iroquoisfalls.com](http://www.iroquoisfalls.com) to view the full job description for the position.

Qualified candidates are invited to submit a detailed résumé, along with a covering letter stating the position you are applying for, **by 4 pm on Thursday, September 2<sup>nd</sup>, 2021, via email: [hr@iroquoisfalls.com](mailto:hr@iroquoisfalls.com).**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.