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<b>POSITION TITLE:</b>	Development Control Clerk
<b>REVISION DATE:</b>	March 6, 2025
<b>REPORTS TO:</b>	Manager of Development Services
<b>SUBORDINATE POSTIONS:</b>	N/A
<b>POSITION SUMMARY:</b>	Reporting to the Manager of Development Services, this position responds to public inquiries by phone, email, and in-person related to development control. The role schedules municipal services such as inspections, and performs office management duties including financial administration and record-keeping.

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TASK NO.	DESCRIPTION
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### 1. Development Control Support (50 %)

- 1.1. **Subdivision Plans** - This position prepares the necessary paperwork and completes the administrative requirements for the final phase of the subdivision plans (i. e. stamping plans) in preparation of the Development Officer's signature, including completion of the necessary forms to be sent to the Registry of Deeds and Provincial Departments of Environment and Transportation.
- 1.2. **Building Permit & Inspection** - Respond to general inquiries, and intake inspection and building permit application requests via phone and email.
- 1.3. **Scheduling** - Build and manage the Inspection schedule, including the scheduling of Building Officials.

### 2. Office Management and Administrative Support (20 %)

- 2.1. **Customer Service** - Act as the first point of contact for inquiries related to Development Control. Respond to public inquiries by phone, email, and in-person, and direct members of the public to the appropriate staff person(s) as necessary.
- 2.2. **Office Management** - Coordinate office supplies, manage incoming and outgoing mail, schedule appointments, establish and maintain efficient record management systems, and other office management duties as deemed necessary.

### 3. Financial Administration (10 %)

- 3.1. **Process Invoices** - Prepare requisitions and purchase orders for release through the SAP system and follow up on purchase orders, etc. for payments to vendors as necessary. Assist with recognizing variations in actual expenditures to budget.

### 4. Additional Support (20 %)

- 4.1. **Emergency Management Operations** - Provides administrative support to the Emergency Management Coordinator, as needed, including attending EMO Planning Committee Meetings and taking official meeting minutes.
- 4.2. **Fire Inspection** - Provides administrative support to the Fire Inspection function, as needed.
- 4.3. **Bylaw Enforcement** - Provides administrative support to the Bylaw Enforcement function, including but not limited to attending monthly meetings, updating monthly internal report, monthly Council update, and adding new complaints to the database as they are received.
- 4.4. **Back-up Administrative Service** - Primary back up for the P&D/PRC Administrative Services Clerk.

#### REQUIRED QUALIFICATIONS AND TRAINING

##### *Education and Experience*

- Completion of two (2) year community college level certificate or diploma related to administrative support services
- Minimum of one (1) year in an office environment, reception role, or administrative role, municipal experience an asset
- Equivalent combination of education and experience will be given consideration

##### *Knowledge, Skills, Abilities*

- Advanced skills in Microsoft Office suite. Familiarity with SAP would be an asset
- Demonstrated experience in providing excellent customer service
- Strong written and verbal communication skills
- Thorough understanding of working with confidential information
- Strong project management skills with the ability to operate within tight timelines and budgets
- Self-starter with excellent organizational and time management skills to meet the challenges of a busy work environment

##### *Working Environment*

- This position qualifies for overtime pay.
- This position may occasionally require evening or weekend work for events or meetings on a pre-planned basis.
- This position spends approximately 75% of the time using a computer

***I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.***

<b><i>Employee's Signature</i></b>	<b><i>Employee's Name (print)</i></b>	<b><i>Date</i></b>

<i>Director's Signature (Planning)</i>	<i>Director's Name (print)</i>	<i>Date</i>
<i>Director's Signature (PRC)</i>	<i>Director's Name (print)</i>	<i>Date</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date</i>