



**EMPLOYMENT OPPORTUNITY**  
**Development Services Associate**  
**Permanent Full-Time**  
(C.U.P.E. Local 1785-01)  
\$32.82 per hour

Reporting to the Director of Development Services, the incumbent will be responsible for:

- Serving as the primary contact for the Planning, Building and By-law sections at the front counter;
- Providing secretarial and administrative assistance to the Planning, Building and By-Law sections, including accepting planning and building permit applications, arranging pre-consultation meetings, circulating applications for comments; calculating and collecting fees and posting monies to appropriate accounts; scheduling building inspections; maintaining accounting logs for development charges, security and construction deposits; compiling and preparing monthly and semi-annual building statistic reports; and collecting delinquent building permit fees and development charges;
- Processing parking tickets;
- Coordinating and maintaining digital and hard copy files, and inputting information into software systems;
- Responding to enquiries and liaise with the general public, other levels of government and staff regarding all aspects of the operation of the Development Services Department and referring requests to other departments as required; and
- Performing other requisite duties as assigned.

Required experience and education includes:

- A three year college diploma in business/office administration or another related diploma or degree;
- Three to five years of experience in administrative support in an office environment;
- Proficient with computer applications including Microsoft Office (Word, Excel, PowerPoint);
- Strong interpersonal, written and verbal communication skills; organizational and administrative skills; and excellent customer service, conflict resolution, negotiation and problem solving skills;
- The ability to complete work within rigid time constraints and to prioritize in a multi-tasking environment is essential.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by **Tuesday February 4, 2025**, to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**NOTE:** We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Human Resources if you require any accommodations.