

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: ADMINISTRATIVE CLERK - PLANNING
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 3	Approval Date: JULY 24, 2023

General Job Responsibility

As the main point of contact for members of the public seeking information from the Planning and Inspection Services Department, Administrative Clerk shall be responsible for receiving all incoming inquires and action requests, interacts daily with planning and inspection staff, maintains an electronic database for all development/building permit files, facilitates the acceptance of all development/building permit applications and conducts an initial review of all documents submitted for permit approval, responsible for assigning permit applications to Development Officers and Building Officials, monitors permit applications for further processing, drafts a wide variety of correspondence for all active permit files, receives and schedules all incoming requests for required building inspections, drafts occupancy permits to enable file closures, prepares a monthly report in regards to permit activity, receives all incoming calls for general information that specifically relate to issues under the jurisdiction of the planning department, maintains an electronic database for all fire inspection files, creates new fire inspection files as needed, schedules all fire inspections as required by the *Fire Safety Act* and subsequently drafts all correspondence at the direction of the Municipal Fire Official, carries out all records management requirements through the maintenance of an electronic database for all pertinent files, prepares records for destruction on an annual basis, maintains office supply inventory and places supply orders as needed, and acts as a recording secretary for area advisory planning committee meetings when called upon. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Planning and Inspection Services.

Specific Job Responsibilities

1. Receives all inquiries directed to the Planning and Inspection Services Department including telephone calls, emails, faxes and letters, and any inquiries in person from residents/members of the public in the main reception area, and once received, each request is assessed and is brought to the attention of an appropriate staff member if needed while following up with residents on behalf of Planning and Inspection Department staff when requested to do so.
2. Interacts daily with all planning and building/fire inspection staff, drafting correspondence or other documents including, but not limited to, the issuance of permits, stop work orders, requirements for approval notification letters, permit expiry notices, letters of authorization for Nova Scotia Power connection requests, fire

inspection deficiency notifications, letters of completion and other government and utility documents to assist residents with the timely completion and processing of their applications.

3. Creates and maintains a comprehensive and easily accessible file for every property or application to make sure that all required staff have easy and timely access, ensuring that all information contained within is readable and understandable by other staff.
4. Processes all development/building permit applications including the acceptance and initial review of supporting documents including site plans, on-site septic suitability confirmations, approvals from the Department of Public Works, building plans/construction details etc., creates all permit files, maintaining and updating the permit database and assignment of the file to the Development Officer/Building Official, uses the Permit Data Exchange (PDX) online portal to create digital files to enable information sharing with Property Valuation Services Corporation (PVSC), forwarding applications for review by the appropriate staff member(s), assesses the application for further processing, issues the permit or drafts formal written correspondence to notify the owner of further requirements for permit approval, and follow-ups by the Building Official are diarized in the calendar by the Administrative Assistant for future follow-up.
5. Maintains and updates calendars belonging to all Building Officials for incoming inspections/on-site consultation requests regarding active permit files.
6. Maintains an electronic database and tracking system for all permits on behalf of all operations within the Planning and Inspection Services Department, updating it daily to ensure all department staff have access to the most up-to-date, reliable data.
7. Continually monitors the status of all building inspections by means of uploading inspection details to the PDX portal and the permit database on a daily basis, monitors all active permit files for activity and where applicable, expiry notifications are drafted for files that are approaching an expiry date as per the Municipality's S2 Building Bylaw on a monthly basis.
8. Performs file closure duties once all inspections have been conducted and occupancy has been authorized by the Building Official, drafts occupancy permits, updates the permit database, closes the file within the PDX portal and mails the occupancy permit to the registered owner.
9. Oversees the schedule of fire inspection cycles for all fire inspection files, including but not limited to, maintaining an electronic database with ongoing status updates for each active cycle, creation of new fire inspection files, scheduling of all required fire inspections as per the *Fire Safety Act*, maintains and updates calendars belonging to all Fire Officials for scheduled inspections and subsequently drafts all correspondence as a result of the findings noted in the Municipal Fire Inspector's inspection report such

as deficiency notification letters, follow-up notices, extension letters, and letters of completion.

10. Acts as the recording secretary for assigned area advisory planning committee meetings, preparing agendas, minutes, or other documents as required by the Manager of Planning.
11. Oversees the design, setup, organization, recording, and filing of all documents, records, and electronic files for the Planning and Inspection Services Department, following all records management practices through the daily maintenance of an electronic database for all pertinent files and preparation of records for destruction on an annual basis.
12. Communicates with council members, other staff, contractors, developers, permit applicants and the public concerning general or specific issues or questions related to permits, processes, and other information or data that they desire.
13. Organizes and maintains office supply inventory for members of the Planning and Inspection Services department and places supply orders as required.
14. Prepares reports for the Director of Planning and Inspection Services on various topics and issues during the year as requested including a monthly report regarding development and building permit activity.
15. Other duties and responsibilities that may be assigned from time to time by the Director of Planning and Inspection Services.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree, college diploma or certificate in business, planning, office administration, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years experience working in a public or private sector organization where they obtained administrative and office environment experience, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional reading, writing, and organizational skills with strong public relations and professionalism, including a past positive working supervisory relationship with their staff, general public, and clients, and be fluent with Microsoft Office, and comfortable working in a fast-paced and technically complex work environment, and that this position will occasionally require work outside of normal office hours including evenings and weekends.