



THE TOWN OF GRAND VALLEY

Requires

PLANNING AND OFFICE COORDINATOR PERMANENT, FULL TIME (37.5 HOURS PER WEEK)

The Town of Grand Valley, a rural/urban municipality located in Dufferin County, is seeking to fill the vacancy for a full-time Planning and Office Coordinator, reporting to and supporting the Manager of Planner, with Office Coordinator duties.

Position Summary:

The Planning and Office Coordinator provides administrative and technical support for all functions under the Planning Department in accordance with established procedures, legislation and regulations. Also provides reception, data entry, cash receipting and other office coordination functions for the Town.

Duties and Responsibilities

- Provide administrative support for the Planning Department, including coordinating planning applications, organizing meetings and appointments related to planning, preparing drafts for review, editing and formatting various correspondence, reports, agreements, by-laws, minutes and confidential material.
- Direct customers through various planning related processes and procedures.
- Assist the Treasurer by collecting property tax payments over the phone or at reception.
- Front reception duties.
- Receipt of Town mail.
- Assist with collection and tracking of other general Town receivables.
- Water Meter Program coordination.
- Office Supply Inventory.

Qualifications:

- Minimum of two years post-Secondary education in municipal planning, public administration or similar.
- Experience within a municipal government or a land use planning environment is an asset.
- Knowledge and understanding of the Ontario *Planning Act* and related regulations, policy statements, including processing applications.
- Strong inter-personal skills and professional written and oral communication skills in English.
- Working knowledge and previous use of personal computers and the Microsoft Office suite of applications.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Ability to work outside normal business hours (evenings) to attend meetings.
- Class "G" driver's license and use of reliable personal vehicle.

Interested persons should consult the detailed job description before applying, available on the Town's website at <https://www.townofgrandvalley.ca/municipal-government/employment/>

The Town of Grand Valley offers a competitive compensation package. This position is at Grade D on the Town of Grand Valley Pay Grid (\$32.92 per hour, July 2026 rates).

The successful candidate will start their employment as soon as possible.

Interested employees must submit their resume and letter of interest, marked CONFIDENTIAL, by email to: Meghan Townsend, CAO/Clerk, mtownsend@townofgrandvalley.ca by **Friday, October 2, 2026 at 4:00pm** and must be transmitted by email before the closing time.

We thank all applicants for their interest; however, only those being considered for further screening will be contacted. Personal information received in response to this posting will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Pre-employment screening will be required. The Town of Grand Valley is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request.



Town of Grand Valley

Job Description

Job Title: Planning and Office Coordinator	Reports To: Manager of Planning
Supervises: None	Date Created: September 2024
Pay Grade: D	Date Updated: September 2026

The Town of Grand Valley employs a Planning and Office Coordinator, reporting to and supporting the Manager of Planning, with additional Office Coordinator duties.

The Planning and Office Coordinator:

- Provides administrative and technical support for all functions under the Planning Department in accordance with established procedures, legislation and regulations.
- Provides reception, data entry, cash receipting and other office coordination functions for the Town

Duties and Responsibilities

Planning:

- Provide administrative support for the Planning Department, including coordinating planning applications, organizing meetings and appointments related to planning, preparing drafts for review, editing and formatting various correspondence, reports, agreements, by-laws, minutes and confidential material.
- Maintain electronic and hard copy files and records.
- Assist with updates to the Town's website for planning related matters.
- Research, propose and implement improvements to internal administrative processes and procedures.
- Photocopy/scan a variety of documents as required or requested.
- Accept and process payments for planning related applications.
- Review applications for completeness and assist with progressing applications throughout the process.
- Assist with data collection, data management, mapping, etc.
- Respond to technical or processing enquiries respecting development applications.
- Receive phone calls, take messages, communicate information and redirect calls and emails.
- Direct customers through various planning related processes and procedures.
- Create or assist with the creation of various reports as required.

- Prepare materials for the Ontario Land Tribunal as required.
- Assist with processing legal documents, letters, spreadsheets, reports and notices for a variety of planning applications.

Office Coordination:

- Assist the Treasurer by collecting property tax payments over the phone or at reception including but not limited to:
 - a) Interim tax payments.
 - b) Interest payments.
 - c) Outstanding utility bill payments.
 - d) Closing of daily batches.
 - e) Bank runs with cash and cheque deposits as required.
 - f) Receipt of incoming taxes and response to the taxes as appropriate.
- New Property Owner Information program
 - a) With data from Treasury, send information packages to New Property Owners
- Front reception duties, including:
 - a) Answering the general phone line and reviewing messages left on the general mail.
 - b) Greeting visitors to the office and directing them as appropriate.
 - c) Managing package pick up and delivery functions, including courier services, public document pick up and drop off, contractor cheque pick up, etc.
- Receipt of Town mail
 - a) Daily visits to the post office to pick up and drop off mail.
 - b) Operate and maintain the office postage machine.
 - c) Processing mail to log receipt and deliver to appropriate staff.
- Assist with collection and tracking of other general Town receivables, including but not limited to:
 - a) Road Occupancy Permits
 - b) Accounts Receivable invoices issued by the Treasury Department
- Water Meter Program coordination
 - a) Receive meter connection data from developers/new homeowners and process occupancy of properties
 - b) Assist Treasury with water meter connection issues reported by utility
- Office Supply Inventory
 - a) Ordering supplies with approval from Treasurer.
 - b) Coordinating supply deliveries to departments.
 - c) Restocking inventory.
- Monitor and manage own and general Town email addresses as assigned.
- Other duties as assigned.

Education and Qualifications

- Minimum of two years post-Secondary education in municipal planning, public administration or similar.
- Experience within a municipal government or a land use planning environment is an asset.

- Knowledge and understanding of the Ontario Planning Act and related regulations, policy statements, including processing applications.
- Knowledge of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and other relevant legislation.
- Strong inter-personal skills and professional written and oral communication skills in English.
- Working knowledge and previous use of personal computers and the Microsoft Office suite of applications.
- Excellent skills in organization, communication, problem-solving and time management.
- Ability to work independently and as part of a team.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Ability to exercise discretion, diplomacy and confidentiality.
- Ability to work outside normal business hours (evenings) to attend meetings.
- Class "G" driver's license and use of reliable personal vehicle.

Personal Contacts

- 1) Members of Public
- 2) All Department Heads
- 3) Internal Staff
- 4) County of Dufferin Building Department
- 5) Lawyers
- 6) Bank/Mortgage Companies
- 7) MPAC

Working Conditions

- 1) Working within an office environment, with occasional off-site meetings.
- 2) Professional office attire required per dress code policy.
- 3) Usual schedule is Monday to Friday, 8:30am to 4:30pm.
- 4) Attend evening Council and committee meetings, and other meetings as required.
- 5) Co-ordinates in-office time with Manager of Planning.
- 6) Limited lifting of files, file boxes, etc., generally less than 10 pounds.