**Job Opportunity: Planning Services Administrator**

**Office Location:** Town of Carman

**Representing**: The Town of Carman, RM of Dufferin, and RM of Grey Planning District

**Reports to:** The Planning District Board

**Position Overview:** The Carman Dufferin Grey Planning District is seeking a Planning Services Administrator to support planning and permitting activities in the Town of Carman, RM of Dufferin, and RM of Grey. This position is a permanent full-time position.

**Key Responsibilities:**

* Administer planning permits, ensuring all applications comply with regulations.
* Issue invoices, maintain records, and prepare monthly reports.
* Assist with zoning amendments, variations, and conditional use applications.
* Liaise with municipal staff, community organizations, and stakeholders.
* Respond to inquiries and ensure informational materials are accurate and up-to date.
* Conduct research to improve planning and regulatory practices.

**Desired Qualifications**:

* University degree or College Diploma in Business, Office Administration, or related field, with accounting coursework preferred.
* Familiarity with planning and permitting processes.
* Strong communication, organizational, and computer skills.
* Self-motivated, detail-oriented, and capable of managing multiple tasks.

**Why Apply?** This role offers an opportunity to contribute to the planning and growth of the Carman, Dufferin, and Grey areas.

**How to Apply?**

Please submit your pdf resume and cover letter to the Carman Dufferin Grey Planning District Board at office@cdgplanning.com . We thank all those that apply, however only candidates selected for an interview will be contacted. The position will remain posted until filled.