**Planning Services Administrator**

**Reports to: The Carman Dufferin Grey Planning District Board**

**Position Summary:**

The Planning Services Administrator is responsible to the Carman Dufferin Grey Planning District Board and works with the Chief Administrative Officers for the administration of the planning district.

**General Accountabilities:**

The Administrator for the Planning Department reports to the Carman Dufferin Grey Planning District Board and will work with the Chief Administrative Officers, Building Inspector and the other administrative staff members of the Town of Carman, the Rural Municipality of Dufferin, and the Rural Municipality of Grey.

**Nature and Scope:**

This position shall initiate and maintain appropriate interfaces and liaisons with the Councils,

staff, and with related businesses, corporations, community organizations and citizens

as they relate to the Town of Carman, the Rural Municipality of Dufferin, and the Rural Municipality of Grey.

This position will work to develop good planning practices in managing growth in the

community through planning and permitting in the Town of Carman, the Rural Municipality of Dufferin, and the Rural Municipality of Grey.

**Specific Responsibilities:**

**Planning**

* Complete permits from application through approval and verifies projects are compliant with all rules and regulations.
* Conduct periodic research into changes and improvements for local rules and regulations.
* Forward permits to the Building Inspector.
* Process payments to the Building Inspector.
* Complete Provincial and Federal reporting.
* Respond to general enquiries for information relating to planning district activities.
* Preparation of brochures and up keeping of them to ensure information is accurate.
* Prepare and process applications for variations, conditional uses, development plan amendments and zoning amendments and memos.
* Work closely with the Manitoba Community and Regional Planning office and staff.

**Reporting and Record Keeping**

* Maintain and update financial records, including transactions, expenses, and revenue.
* Ensure accuracy and completeness of all financial data.
* Process and manage invoices, receipts, and payments.
* Reconcile accounts payable and receivable transactions.
* Assist in the preparation of financial statements and reports.
* Assist in the development and monitoring of budgets.
* Track and report budget variances.
* Provide support for audits and financial reviews.

**Other Duties**

Any other duties as assigned by the Carman-Dufferin Planning District board.

**Desired Qualifications**

* University degree or College Diploma in Business or Office Administration, with courses in accounting or such qualifications as may be acceptable to the hiring committee.
* Familiarity with the planning process and permitting process.
* Demonstrates proficiency in written and verbal communication, showcasing strong organizational skills and attention to detail.
* Possess a high level of self-discipline and motivation.
* Ability to work independently and as part of a team.
* Strong communication and interpersonal skills.
* Practical knowledge and experience in computer systems for business applications.