



SMITHS FALLS

RISE AT THE FALLS

The Town of Smiths Falls Requires One (1) Full-Time Planning Coordinator

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border.

The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

The Town is accepting applications for one (1) full time **Planning Coordinator**. Under the direction of the Senior Planner, you will form part of a team in our Planning Department.

The Planning Coordinator is responsible for administrative and program support to the Town's planning staff, act as first point of contact for planning inquiries, review planning applications and prepare key maps and notices for the Planning Department.

The successful applicant will possess:

- Completion of high school supplemented by post-secondary diploma/degree in Office Administration and/or in a planning related field.
- Minimum two (2) years' experience in an administrative/planning setting (preferably in a municipal government environment)

Qualified applicants are invited to submit their resume by **Thursday June 6, 2019, at 4:00 p.m.**, to Lynda McKimm, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at lmckimm@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.