



NORTH ALMAGUIN PLANNING BOARD

APPLY BY EMAIL: northalmaguinplanningboard2018@gmail.com on or before 23 June 2026

JOB DESCRIPTION

CASUAL PART TIME EMPLOYMENT (within the current term to 30 November 2026)

[Definition: **Casual Part Time** employees typically work irregular hours, based on demand of required tasks. This arrangement benefits both the employer and the employee in terms of flexibility. However, it does not change your legal status. Once you are hired, you are an employee under Ontario law and most *ESA* protections apply immediately.]

TITLE: NAPBoard Administrative Director
(Office management and supervision of Administrative Clerk position)

REMUNERATION: \$45.00 - \$75.00 per hour

WORK HOURS: PART TIME hours (5 to 7 hours per day) 1 to 2 days per week (only as needed)

REQUIRED SKILLS: Independent application of organizational skills, excellent communicative and customer service skills and experience, accurate documenting skills, records archiving, experience with convening quasi-judicial meetings and related secretariat, familiarity and knowledge about the consent and subdivision application processes prescribed in the Planning Act and other Provincial and Federal Acts related to the Board's operation, 80 wpm keyboard, general accounting. A rudimentary understanding the real estate transaction process and related legislation is an asset.

RESPONSIBILITIES & TASKS

The Board Administrator is responsible for managing the operation of the North Almaguin Planning Board (NAPB) and the administration, technical and clerical duties related to its consideration of consent and subdivision applications. This position is the key link of communication with the NAPBoard Member and also the Ministry of Municipal Affairs staff.

Consent and Subdivision Application Statutory Processing

- Receive and review applications for consent/subdivision according to Ministry of Municipal Affairs (MMA) requirements
- Process the consent / subdivision applications in consultation respective agencies and the Ministry of Municipal Affairs
- Statutory documentation (Notices of Meeting, Notices of Decision & correspondence to applicants)
- Be available for personal contact and telephone / email enquiries by prospective applicants
- Consult with the Board Members regarding applications and operating issues
- Keep the Consent Files complete and intact and prepare e-files for archives
- Manage the Certification Process

Operations Management

- Supervise the Administrative Clerk / Bookkeeper / Records Manager
- Monitor and report on the NAPB operating expenses toward updating processes for fiscal savings
- Oversee Charting of the Consent Application activity & Certification activity
- Consult with the Ministry of Municipal Affairs for fiscal grants
- Document drafting (i.e. Bylaws, Correspondence to MMAH and agencies Ministers, etc)