



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a Planning Administrator.

The Township of Bonfield is an ambitious growing community with a mix of urban and rural properties and a population of 2146. We are centrally located along Hwy 17 East between North Bay and Mattawa Ontario. The area features wonderful outdoor and recreation opportunities with just a short trip to the city.

Reporting to the Chief Administrative Officer-Clerk, this position is responsible for the administration and processing of planning and development applications for the Township. The position will also assist the Clerk with duties in policy and community development. A full description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- Minimum college diploma or certificate in a related discipline from an accredited college / university
- AMCTO Municipal Administration Program, Primer on Planning and Land Use Law courses or willingness to obtain
- One (1) year municipal experience or in a related field preferably in a Clerk's Department
- Strong interpersonal and public relations skills, interact effectively and courteously with all stakeholders with excellent communication skills
- Work under pressure to meet deadlines and /or peak period workloads
- Proficient in Microsoft Office, Adobe, and excellent computer skills
- Demonstrated experience in political acuity, customer service delivery, conflict resolution and confidentiality
- Thorough understanding of the Planning Act, Municipal Act, Municipal Freedom of Information and Protection of Privacy Act and other pertinent legislation related to the position

This position offers a comprehensive benefit package including OMERS as provided in the Collective Agreement. The starting wage will be \$31.00/hr based on a 40-hour work week.

Please submit cover letter and resume to the undersigned. Applications will be accepted until Friday July 21st, 2023.

Nicky Kunkel
CAO Clerk Treasurer
365 Hwy 531 Bonfield ON P0H 1E0
Cao.clerk@bonfieldtownship.com
Fax: 705-776-1154

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.