

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**(HYBRID) ADMINISTRATIVE SUPPORT SPECIALIST – BUILDING SERVICES**  
**Permanent Full Time**

<b>JOB ID:</b> C79-24	<b>LOCATION:</b> Hybrid & 30 Centre St, Orangeville ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on November 29, 2024

Reporting to the Chief Building Official, the Administrative Support Specialist is the first point of contact for telephone, email, and in person inquiries and assistance relating to building applications and permits, and scheduling inspection appointments. The Administrative Support Specialist is responsible to review initial building permit applications and check for completeness and administrative duties related to permitting software.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$33.77 - \$39.50 (April 1, 2024 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Act as the primary point of contact for in-person, telephone and email customer service inquiries from the public for the Building Services
- Provide administrative support to the Chief Building Official and department.
- Run reports and/or queries in e-permitting software to meet reporting requirements and deadlines.
- Prepare monthly, quarterly and yearly statistical reports and submit required reports to Canadian Mortgage and Housing Corporation, Municipal Property Assessment Corporation, Statistics Canada and the Chief Building Official.
- Maintain building inspection services webpage.
- Receive applications for building related permits from residents and contractors and ensure that all permit information is complete and accurate for Plans Examiner review.
- Notify applicants when permit is ready and provide instruction on related inspection requirements.
- Receive fees for permits, issue receipts, provide funds for deposit to Treasury, and balance permits monthly.
- Maintain all department files including reports, plans, permits, orders, correspondence and related material.
- Maintain CityView building permit and code enforcement software.
- Provide Municipal Property Assessment Corporation with plans for property assessment.
- Other duties as assigned.

**What you'll bring**

- Two (2) year Community College diploma in Business Administration or a related field
- Minimum one (1) year of related experience in an administrative or customer service role
- Excellent computer skills with proficiency in Microsoft Office Suite
- Excellent oral and written communication skills and attention to detail

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- Excellent organizational and time management skills

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by December 13, 2025. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

