

Job Information

Job title	Development Aide	Job Code: DEVAID	Pay Grade: H
Title of immediate supervisor	Manager of Development Services		
Department/Division	Engineering / Development Services		
Prepared by	N. Pallan		
Date Created	Aug 12, 2015	Revised date	April 1, 2020

Job Purpose

Performs a variety of administrative, accounting, and technical support activities related to the review and processing of subdivision, rezoning, development permit and building permit applications. Communicates with the public and other staff members. Duties include financial calculations, maintenance and tracking of varied computerized financial records, manual and computerized record keeping, preparation of statistical reports and correspondence and other technical documents. Provides clerical and counter service as required.

Duties and Responsibilities

- Records referrals and creates cases on Municipal software for the review and processing of subdivision, rezoning, development permit and building permit applications. This includes extracting servicing information from service plates for technicians in the section.
- Receives and tracks monies deposited by letters of credit and certified cheques.
- Answers counter, telephone, fax or email inquiries from the public, staff or developers regarding servicing requirements or process procedures.
- Liaises with clients, answers questions regarding financial status of projects, as well as, answers technical servicing and development cost charge questions of a routine nature or, in the absence of technicians, of an advanced nature.
- Issues work orders for connections or other works using current corporate accounting software.
- Prepares correspondence and technical documents and permits.
- Provides technical support to staff on the corporate permit tracking software and routine processes within the work group.
- Receives payments using the Cashier program and documents the transactions appropriately.
- Maintains accounting ledger of deposits received. Processes bonding releases upon satisfactory completion of the work related to Land Development activities.
- Maintains letter of credit monitoring system and provides advice to developers/consultants on bonding and agreement procedure requirements.
- Maintains an accounting ledger of Development Cost Charge payments.
- Maintains development cost charge records and other financial records.
- Initiates and maintains month-end reports for budget forecasting and statistics, and performs other related functions as required.
- Prepares financial sheets and monthly reports using current corporate software applications.
- Maintains filing system.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in accounting or bookkeeping and in general office administration.
- An equivalent combination of education and experience may be considered.
- Three years of related clerical or administrative support experience in an office environment, including experience in performing bookkeeping or accounting duties.
- Proficient in keyboarding.

- Training or experience in reading and interpreting legal plans, technical drawings, building plans and permits.
- Considerable experience or training in standard computer applications including word processing, spreadsheets, accounting software packages, electronic mail and internet.
- Training or experience in current corporate software applications including customized in-house databases, corporate accounting software package, and a cashier program.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.