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## INTERNAL/EXTERNAL POSTING

### HERITAGE ASSISTANT (Permanent Part-Time)

Loyalist Township is requesting applications for the following permanent part-time position:

File No: LT-07-2019 Heritage Assistant  
Hours: Up to 24 hours per week  
Rate: \$19.83 per hour  
Closing: February 25, 2019 at 4:00 p.m.

A detailed job description is below. Please submit cover letter and résumé marked with file name and number to [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351 ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).

The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca)

## LOYALIST TOWNSHIP

### JOB DESCRIPTION

**POSITION TITLE: HERITAGE ASSISTANT**

**DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES**

**REPORTS TO: SUPERVISOR, PLANNING SERVICES**

**CATEGORY: PERMANENT PART-TIME**

**UPDATED: OCTOBER 3, 2016**

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#### **POSITION SUMMARY:**

Under the direction of the Supervisor, Planning Services, the Heritage Assistant's primary responsibility is to provide administrative support to the Loyalist Township Heritage Committee, including meeting preparation, file maintenance and assisting with various heritage matters.

#### **QUALIFICATIONS & REQUIREMENTS:**

- Secondary School Diploma required and a two-year Post-Secondary education related to office administration or other related studies.
- Two years' office experience.
- Knowledge of the Ontario Heritage Act and experience working with heritage matters, would be considered an asset.
- Knowledge and experience with planning processes and the Planning Act, would be considered an asset.
- Good knowledge of office procedures and practices, excellent communication and typing skills, with strong attention to detail.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to work independently, in a team setting.
- Proven ability to communicate effectively (orally and in writing), with the public, in a courteous and competent manner.
- Knowledge or experience in architectural design or heritage conservation management, would be considered an asset.
- Experience in a municipal environment, would be considered an asset.
- Valid Class "G" driver's license.

#### **KEY RESPONSIBILITIES AND DUTIES:**

- Prepares and distributes agendas for Heritage Committee meetings and prepares all required minutes.

- Attends all Heritage Committee meetings.
- Files correspondence, documents, reports etc., manually and electronically.
- Prepares letters, notices, reports and various other documents.
- Maintains the Municipal Heritage Registry.
- Assists in the preparation of educational events being held by the Heritage Committee.
- Facilitates the processing of Heritage Permit and Heritage Grant applications.
- Assists the Supervisor, Planning Services and the Heritage Committee in completing property research, to support designation recommendations under the Ontario Heritage Act.
- Provides information to the public, as required.
- May be required to replace other administrative support staff in other departments, due to vacation or illness, etc.
- Other duties as assigned.

*\* Regular work schedule will be approximately 21 hours per week.*