Development Services Coordinator
Employment Opportunity

Full-Time, Permanent Position (On-Site)

Tay Township, located on the vibrant, sunset shores of Southern Georgian Bay, is seeking an individual to join #TeamTay as a **Development Services Coordinator**. Reporting to the Manager of Building Services/Chief Building Official, this role supports the administration and delivery of Building Services and Planning and Development Services through the coordination of development and permit application processes, customer service, stakeholder communications, records management, and a variety of administrative functions.

The successful candidate thrives in a collaborative environment, is committed to continuous improvement, and is dedicated to making a positive impact both within the organization and across the community. If you are looking for a place to challenge yourself, contribute meaningfully, and grow professionally, we invite you to explore this opportunity with Tay Township.

This is a full-time, permanent opportunity to fill an existing vacancy. The position offers a competitive hourly rate of $29.02 to $33.95, based on a 35-hour workweek, together with a comprehensive benefits package and participation in the OMERS Pension Plan. Occasional attendance at evening meetings and events outside regular business hours is required.

Key Qualifications

- Completion of post-secondary education from an accredited educational institution, in Office Administration, or another relevant discipline.
- Three (3) years of related, progressive work experience, providing administrative support, preferably in Municipal Building and/or Planning and Development services, or equivalent.
- Qualified in, or willingness to obtain the General Legal/Process qualification in accordance with the certification requirements established by the Ministry of Municipal Affairs and Housing under the *Building Code Act, 1992*.
- Advanced computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Township website – www.tay.ca/jobs

2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **Wednesday, December 16, 2026, at 4:00 p.m. (EST)** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference the employment opportunity reference number **(2026-012)** within the email subject line.
- Please indicate how you heard about this opportunity within your application email.

Click Here to Apply Now!

We appreciate the interest of all applicants; however, only those applicants selected for consideration will be contacted, and only applications submitted through email communication will be accepted. Applicants must provide the Township with a valid email address for recruitment communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

The Township does not use artificial intelligence or automated decision-making tools in any stage of its recruitment or selection processes. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2026-11-25

Position Title: Development Services Coordinator	
Position Classification: Administration Staff	**Pay Band:** 3
Department/Division: Protective and Development Services/ Building Services and Planning and Development Services	**Reports to (Directly):** Manager of Building Services/Chief Building Official
Direct Reports: None	**Indirect Reports:** None
Revision Date (s): November 2026; August 2025; June 2024; August 2023; August 2021; April 2021	**Hours Per Week:** 35

Position Summary:

Reporting to the Manager of Building Services/Chief Building Official, or their designate, the Development Services Coordinator supports the administration and delivery of Building Services and Planning and Development Services through the coordination of development and permit application processes, customer service, stakeholder communications, records management, and a variety of administrative functions.

Responsibilities:

Building Services

1. Coordinates the administrative processing of Building Permit Applications and documentation including but not limited to file creation, initial review of the application for completion, communication of applicable fee information, acceptance and processing of fee payments, and any follow-up as determined by the division manager and/or staff; completes data entry and compiling of statistical reporting, as required.
2. Schedules building inspections proficiently, ensuring logistical arrangements are finalized and confirmed; updates division calendars; updates inspection records, and coordinates follow-up inspections, when applicable.
3. Utilizes Bluebeam – Cloud-based Construction Software and Cloudpermit – Cloud-based Permitting and Licensing Software; acts as the software point of contact pertaining to Development Services for the Township.

Planning and Development Services

4. Coordinates the administrative processing of Planning Matter Applications and related documentation, including but not limited to file creation, initial review of the application for completion, site plan intake (if applicable), communication of applicable fee information, acceptance and processing of fee payments, and any follow-up as determined by the division manager and/or staff; completes data entry, as required.
5. Assists with pre-consultation intake; prepares and distributes related meeting minutes.
6. Prepares Official Plan Amendment packages for the County of Simcoe, and Ontario Land Tribunal packages for appeals, as required.
7. Assists with administrative aspects of the Tay Heritage Committee and the Committee of Adjustment, including but not limited to scheduling, preparation and distribution of decisions, notices, meeting minutes, correspondence to Committee and/or stakeholders, and records management, as assigned.

General

8. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly.
9. Acts as divisional records management champion for Building Services and Planning and Development Services; manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
10. Prepares and edits correspondence and documentation including, but not limited to, letters, memos, notices, agendas, meeting minutes and confidential documents using Microsoft Office programs and other related programs and databases, as required.
11. Assists with review and submittal of by-laws, tenders, and divisional reporting (i.e., Council reports, Statistics Canada, County of Simcoe, Municipal Property Assessment Corporation, Tarion, and Canada Mortgage and Housing Corporation).
12. Processes, tracks, and maintains databases and spreadsheets for Development Services functions.
13. Prepares and issues mailouts and email notices for file maintenance, projects, and orders.
14. Prepares divisional cheque requests and code/process invoicing for manager approval.
15. Gathers information for divisional Freedom of Information requests.
16. Liaises with internal and external contacts, working collaboratively to ensure the overall efficient and effective administrative functioning of Development Services.
17. Maintains and updates Township webpages, as they relate to Development

Services, as required.

18. Provides backup support to other Township administrative team members in their absence as required.
19. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
20. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
21. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
22. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- Completion of post-secondary education from an accredited educational institution, in Office Administration, or another relevant discipline.
- Qualified in, or willingness to obtain the General Legal/Process qualification in accordance with the certification requirements established by the Ministry of Municipal Affairs and Housing under the *Building Code Act, 1992*.
- Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

Experience

- Three (3) years of related, progressive work experience, providing administrative support, preferably in Municipal Building and/or Planning and Development services, or equivalent.
- Experience in records information management working with Laserfiche, and/or other records information management software; experience working according to The Ontario Municipal Records Management System (TOMRMS) is considered an asset.
- Experience in the use of the following programs/software or similar is considered an asset:
  - Microsoft 365 Applications
  - Bluebeam
  - Cloudpermit

- Geographic Information Systems – Interactive Mapping
- Laserfiche
- Microsoft Dynamics Great Plains (GP)

Knowledge

- Knowledge of local government functions and responsibilities, and applicable acts and federal, provincial, and municipal legislation applicable to municipalities and specifically, Development Services, is considered an asset.

Skills and Competencies

- Advanced computer skills, including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- Excellent and concise writing and report writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public, with the ability to always exercise integrity, tact, and good judgement.
- Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines.
- Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- Regular workweek – 35 hours; with the requirement to attend events and meetings (i.e., Committee of Adjustment) outside of the regular workweek; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- Performance of duties normally takes place in an indoor, office environment; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- Position requires the ability to lift and carry up to 30 lbs, primarily to transport record boxes.
- Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information; balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines.
- Position requires the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving results; accuracy, attention to detail, and concentration is required. There is an opportunity for autonomy, independent judgment, initiative and creativity, and original research; accountability for quality and timeliness of work and reliability in achieving excellent results.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.