



## **PLANNING COORDINATION ASSISTANT**

The Township is seeking a part time Planning Coordination Assistant. This would be a contract position and would encompass the administrative and clerical processes for severance applications, minor variances and other planning enquiries from residents. The preparation of agendas and minutes would be required. Follow up reports would be prepared for various departments and outside agencies.

The ability to communicate verbally and in writing is important. Ability to comprehend relevant legislation. A high level of proficiency in computers, word processing and spread sheets is required.

Interested persons can apply by forwarding a resume to:

C. M. Larocque  
Chief Administrative Officer  
Township of Augusta,  
3560 County Road 26, RR2 Prescott, ON  
K0E 1T0

Or by email to [mlarocque@augusta.ca](mailto:mlarocque@augusta.ca)

Closing dated for applications is February 20, 2012 before 4:30 p.m.

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, R.S.O. 1990 C.M. 45, and will only be used for candidate selection.