



THE TOWNSHIP OF SEVERN
Planning Department
Office Assistant

JOB DESCRIPTION

Complete background work related to Short-Term Rental accommodations (STRs) available within the municipality.

DUTIES

- Undertake web-based research regarding short-term rental accommodations (e.g. Airbnb, VRBO, kijiji, cottagerental.com, etc.) currently being offered within the Township's geographic boundary to assist Council in determining the number, types and zoning of the accommodations currently being offered within the municipality.
- Create a detailed log of the short-term rental accommodation information, including a copy of the advertisement.
- Liaise with outside agencies to obtain additional information on short-term rental properties, as necessary.
- Undertake research on existing and potential new by-laws that will assist or complement the implementation of a By-law to regulate short-term rental accommodations
- Draft letters and general clerical duties

QUALIFICATIONS

- Proficient in Microsoft Office Products
- The ability to work independently with assigned work.
- Ability to keep accurate and precise records

Compensation for this position is \$14.00 per hour, for 35 hours per week. This is a 7-week contract with an end date of August 16, 2019. Interested applicants are invited to submit their resume (PDF Format only) in confidence by June 12, 2019 at noon to **Michelle Prophet Healy, Human Resources Officer**, to the Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by e-mail to hr@townshipofsevern.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The Township of Severn is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please contact the Human Resources department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance, with the Municipal Freedom of Information and Protection and Privacy Act, personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25, and will be used for the purpose of candidate selection. Questions about the collection should be directed to the Freedom of Information Co-ordinator at the Township of Severn.