 Stouffville

Assistant Planner, Heritage
(Job # 2022-005-IE)

Department:	Development Services
Status:	Permanent, Full Time
Date Posted:	January 11, 2022
Date Closing:	**January 25, 2022 4:30 p.m.**
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary:	$57,465.91 - $69,916.06 per year

Position Purpose:
Reporting to the Manager of Development, the Assistant Planner, Heritage position provides administrative support, comments and recommendations on a variety of development and planning applications relative to heritage planning and Cultural Heritage Assessments and reports, supports the Manager in maintaining the Town's Built Heritage Inventory, under the direction of the Manager liaise with Heritage Advisory Committee and prepare documents and research for the Heritage Advisory Committee meetings, represents Town cultural heritage planning interests at meetings, responds to routine public inquiries on heritage planning matters, and is responsible for the reviewing and providing recommendations of appropriate policies and guidelines to support cultural heritage conservation in the Town.

Qualifications and Requirements:
- An undergraduate University Degree in Urban Planning or Architecture or in a field related to Heritage Planning
- Up to one year of related experience, preferably in a municipal environment
- Eligibility to obtain Professional CAHP membership in the Canadian Association of Professional Heritage Consultants
- General knowledge of Provincial policies and legislation such as Planning Act, Ontario Heritage Act, Official Plan and Zoning By-law
- Ability to review architectural drawings and interpret Legal Surveys
- Good interpersonal skills, problem-solving skills, discretion and good judgement when handling sensitive information and communicating with individuals regarding controversial matters
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines
- Good customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint
- Working Knowledge of GIS software or AUTOCAD or other graphic softwares
- High degree of accuracy, attention to detail and record keeping skills
- Valid Ontario Class "G" Driver's Licence in good standing

How to apply:
Please forward your resume in confidence by **January 25, 2022 at 4:30 p.m**., identifying **Job # 2022-005-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.