

Assistant Planner

(Job # 2020-058-IE)

Department: Development Services
Status: Full-Time, Permanent
Date Posted: November 11, 2020
Date Closing: **November 27th, 2020, 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: \$50,452– \$61,373 per year

Position Purpose:

Reporting to both the Managers of Planning Policy and Development Planning, the Assistant Planner performs a variety of planning duties pertaining to land use applications, interpreting regulations, research and reporting, public consultation, GIS, and performing related work as assigned. Responsibilities include providing administrative support to development applications process, assisting with circulation and distribution of applications submissions, preparing Statutory Notice for Council and Public Meetings on Planning Act matters, processing payments and release of securities, general maintenance of applications, and coordinating comments from Departments; providing telephone and front desk services for the Development Services Department, scheduling meetings and appointments; regularly updating information on applications, agreements, execution of site plan agreement status, subdivision agreement status; providing GIS technical support to Development Services staff that would include maintaining and updating GIS related mapping and associated database layers, updating Development Activity map and residential subdivision activity maps; providing GIS technical support to update Official Plan Schedules and Zoning Bylaw maps; using GIS to prepare and plot custom maps, providing property specific and other spatial information to staff, the public and other external clients; attending Public Meeting and Council Public Meetings and tracking/following up on actions and decisions emanating from meetings; and other projects and tasks as required.

Qualifications and Requirements:

- Recent graduate of a university or college program in the areas of urban and environmental planning, land use planning, environmental studies, geography with an emphasis on GIS or a related area of study.
- Up to one year of relevant experience, preferably in a municipal environment
- Ability to review drawings and interpret Legal Survey
- General knowledge of Provincial policies and legislation such as Planning Act, Official Plan and Zoning By-law
- Excellent verbal and written communication skills; great interpersonal skills, with ability to interact effectively with municipal staff, developers, consultants, residents, businesses, other government/agencies
- Problem-solving skills, discretion and good judgement when handling sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- Effective organizational/coordinating and research skills; ability to prioritize work and to meet deadlines
- Good customer service orientation with a focus on ensuring effective services
- Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint) and ArcMap software
- Proficient in research and analysis of materials and mapping related to land use planning
- High degree of accuracy, attention to detail and record keeping skills
- Valid Ontario Class "G" Driver's Licence in good standing
- Availability to attend evening meetings and/or work overtime as required

How to apply:

Please forward your resume via email by **November 27th, 2020, 4:30 p.m.**, identifying Job # 2020-058-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.

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