
Employment Opportunity Available

Junior Planner Temporary, Full Time

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated and dedicated professional to perform the duties and responsibilities of a **Junior Planner**. The duration of the assignment will be up to 12 months.

Reporting to the Director of Planning Services, the Junior Planner will assist in the review, research, analysis, preparation and implementation of planning and related policy development and assist with specific initiatives associated with economic development.

Key Duties and Responsibilities:

- Review and evaluate development submissions and reports; provide professional planning opinions or recommendations to senior staff and Council
- Provide comments on planning applications, zoning enquiries, site plans and Committee of Adjustment applications and coordinate pre-consultation meetings with affected departments and agencies for planning applications
- Prepare documentation for public meetings, committees, council meetings and the Ontario Municipal Board
- Act as Deputy Zoning Administrator in matters related to the Zoning By-law
- Assist with the Township's economic development function, including the management of committees, research and data for special studies
- Maintain databases and information
- Represent the department and municipal interests on committees, technical advisory teams and working groups
- Build effective working relationship with multiple stakeholders including industry, government and community leaders

Qualifications and experience:

- Successful completion of a University degree in Land Use Planning, Geography or a related discipline
- Minimum of 2 to 5 years' direct or related experience, preferably with municipal land use planning and economic development experience
- Membership or eligibility for membership in either the Canadian Institute of Planners (CIP) or the Ontario Professional Planner's Institute (OPPI)

- Thorough working knowledge of planning legislation, guidelines, urban planning principles, contemporary research techniques and programs related to business development
- Excellent communication, presentation, and report writing skills are required
- Good research and analytical skills are required
- Demonstrated ability to build effective working relationships with multiple stakeholders including industry and government officials and community leaders
- Advanced computer literacy in a Windows environment utilizing Microsoft Office applications and applied experience working within ArcGIS is essential
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork
- Availability to attend evening and/or weekend meetings and events as required
- A valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations will be required

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan for this position. Salary range: Level 5 - \$55,231.99 to \$62,962.67 (2017 rate) per annum based on a 35 hour work week.

Qualified candidates may submit a detailed resume in confidence until **12:00 noon on Friday, February 23, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Junior Planner Recruitment
Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.