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## Employment Opportunity Available

### Planning Technician/ Secretary Treasurer Permanent, Full-Time Position

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 municipality is currently recruiting for a full-time position of Planning Technician/Secretary Treasurer.

Reporting to the Director of Planning Services, the **Planning Technician/Secretary Treasurer** is the first point of contact for the Planning Department and is responsible for responding to general planning inquiries related to all Planning matters from the public. The position is also responsible for the coordination of all planning applications and preparing and managing the provision of notice under the Planning Act. As Secretary-Treasurer to the Committee of Adjustment, you will facilitate Committee of Adjustment meetings to ensure procedural protocols are adhered to, prepare minutes, prepare decisions and issue Consent Certificates. The Planning Technician/Secretary Treasurer also serves as Deputy Zoning Administrator for the purpose of issuing Zoning Compliance and legislated permits such as building permits.

A team player with excellent organizational skills, you will manage departmental files and records and ensure the coordination and preparation of all agendas and minutes for planning related meetings including Committee of Adjustment. A proven analytical thinker, you will undertake research, provide review for Planning matters and departmental needs (eg: applications, housekeeping, zoning etc.). In addition, the Planning Technician/Secretary Treasurer will prepare map schedules, key maps, draft by-laws and maintain the Township's GIS mapping.

### Qualifications and Experience

- University Degree or Community College Diploma in Planning, Geography or a related discipline with a minimum of 2 to 5 years' relevant planning experience, preferably within the municipal sector. Candidates with an equivalent combination of education and experience may be considered.
- Membership or eligibility for membership in the Canadian Association of Certified Planning Technicians is preferred.
- GIS (Geographic Information Systems) Specialist certificate would be an asset.
- Sound knowledge of the Ontario Planning Act and other related land-use planning legislation and policies is required.

- Working knowledge of and experience with GIS products, GIS databases, terminology, methods and techniques, and cartography to edit and create maps within the Township's GIS system.
- Advanced computer skills and experience in data management and mapping (AutoCAD, ARCview, and MS Office) is essential.
- The position requires excellent written and verbal communication skills as well as good presentation skills.
- Excellent organizational and analytical skills, attention to detail, and the ability to meet deadlines under pressure with minimal supervision is required.
- Ability to maintain discretion and confidentiality of information is critical.
- Availability to attend evening / weekend meetings or events as required.
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.

**Salary range:** Level 4 (\$47,902.40 to \$54,600.00) per annum based on a 35 hour work week.

Applications will be accepted until **12:00 noon on Friday September 15, 2017**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

**Planning Technician/Secretary Treasurer Competition**

Attn: Erin DeVreede, CHRP  
Manager of Human Resources  
Township of Springwater  
2231 Nursery Rd.  
Minesing, ON L9X 1A8  
[recruitment@springwater.ca](mailto:recruitment@springwater.ca)  
Fax: 705-728-6957

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.