



Community Planner

The Township of South Stormont seeks a Community Planner to work in the Planning and Building Department with a service-oriented team. The position assists the Director of Planning and Building with services delivered by the Planning department. The Community Planner prepares legal documents, zoning administration, providing by-law compliance information, environmental planning and special projects as assigned.

The Community Planner provides outreach and liaison support to residents, community groups, developers, and commercial interests. The Community Planner gathers data, planning and statistical information, benchmarks applied by others and best practices. The position requires a collaborative approach to assist with problem solving, technical support, service delivery, research, advice, reporting, and generally assisting with the day-to-day services and standards delivered by the Planning and Building Department. Provides updates, new information and follow up for the municipal GIS land parcel base maps and data systems ensuring quality assurance.

Education Requirements:

- Post Secondary Degree/Diploma in Land Use, Urban Planning, Economic Science or a related field.
- Extensive knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.
- Membership or eligibility for full membership in Ontario Professional Planners' Institute.
- Minimum of five (5) years of progressive land use planning policy and/or cultural heritage planning experience.
- Minimum of three (3) years experience in a municipal planning department.

Skills & Attributes Sought:

- Excellent team member with ability to work independently.
- Proven skills and ability to analyze, manipulate and present data in a comprehensive and understandable manner.
- Excellent customer service skills.
- Superior forecasting and research skills.
- Flexibility and problem-solving skills.
- Excellent consultation, facilitation, presentation and liaison skills with community groups, organizations, and government bodies.
- Demonstrated computer proficiency in the use of MS Office, including database management.

The successful applicant must be available to attend evening/weekend meetings or to work outside of designated normal hours per week. Standard work week is 35 hours.

The 2021 salary range for this position is Pay Grid Level 7, \$68,441 - \$83,298, applicants without the minimum qualifications will be considered at a lesser rate.

Resumes and cover letters should be addressed to Shelby Martel, Human Resources Coordinator at jobs@southstormont.ca. Please outline education, experience, and ability to meet the needs identified for the position, **deadline for submission is Friday, May 14th, 2021 at 4:30 p.m.** The complete position description is available on the Township website www.southstormont.ca/careers.

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants; however, only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.