



Position Description PLANNING TECHNICIAN (CONTRACT)

Position Information

Position Title:	Planning Technician (Contract)
Department:	Planning
Reports To:	Director of Planning and Building
Hours of Work:	Monday to Friday office hours
Date Completed:	
Date Revised:	October 1, 2021

Reason for Submission

New Position:	
Change in Responsibilities:	Update of position description
Other (specify):	

Position Summary

The Planning Technician is responsible for assisting the Director of Planning and Building and Community Planner with services delivered by the Planning Department such as the preparation of technical reports, presentations and notices. The position provides basic intake and review of a wide variety of land use and development proposals.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
Administration: <ul style="list-style-type: none"> ▪ Assist the Director in the preparation and submission of the Planning department's annual business plan and budgets (operating and capital). ▪ Develop recommendations to the Director of Building and Planning and Community Planner relating to development applications, zoning, variances, new or revised policies, new legislation, etc. consistent with applicable planning documents. 	<ul style="list-style-type: none"> ▪ On-time submission of reports/recommendations.

<p>public of the highest standard, including follow-up on program feedback and customer complaints.</p> <ul style="list-style-type: none"> ▪ Assist the Director and Community Planner with projects, including planning and research studies such as awarded contracts and other initiatives. ▪ Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies. ▪ Performs other duties as assigned. 	<ul style="list-style-type: none"> ▪ Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct. ▪ Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.
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Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

<p>Education</p>	<ul style="list-style-type: none"> ▪ Post Secondary Degree / Diploma in Land Use or Urban Planning or a related field. ▪ 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 is considered an asset.
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Minimum of two years of progressive land use planning policy and/or cultural heritage planning experience.is preferred. ▪ Minimum of two years experience in a municipal planning department is considered an asset.
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Proven skills and ability to analyze and present data in a comprehensive and understandable manner. ▪ Superior research skills. ▪ Excellent communication, written and verbal skill sets ▪ Strong consultation and liaison skills with community groups, organizations and government bodies. ▪ Skills in analytical problem solving, report writing, organizational skills, and ability to work independently. ▪ Knowledge of computer software such as Microsoft Suites, GIS, CloudPermit etc.

Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____



Manager

Approved By: _____
Chief Administrative Officer

Date: _____