



Position: Junior Planner (1 Position)
Department: Building and Planning Department
Type: Permanent, Full-Time (Non-Union)
Hours of Work: 35 Hour work week, Monday to Friday

If you're looking for a workplace that values teamwork, dedication, and growth, the Township of South Stormont is the place for you. Our employees are passionate about making a difference in our community, and we work together to provide professional and high-quality services. We're excited about improving processes, welcoming diversity, and encouraging new ideas and perspectives. With a supportive team and a positive work atmosphere, we encourage employees to build their skills through training and development. Additionally, we value work-life balance and offer flexibility to support our employees' needs. Join a team that cares about your success and well-being.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

The Township is seeking applications for the position of **Junior Planner** within the Planning & Building Department. Key responsibilities include preparing technical reports on a variety of planning applications, making presentations and notices to the public and Council, and generally contributing to and supporting the work of the Planning & Building department. The Junior Planner provides accurate and professional information to applicants, consultants, developers, and the public and routinely interacts with other municipal staff, provincial ministries, and agencies. Essential to this role are strong technical skills, effective communication and collaboration, proper use of team resources, personal accountability, and responsibility.

Education and Experience Requirements:

- Post Secondary Degree/Diploma in Land Use, 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.
- Minimum of two (2) years of progressive land use planning policy and/or cultural heritage planning is preferred.

Skills & Attributes Sought:

- 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.

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 2024 salary range for this position is Pay Grid Level 3, \$56,430.00 to \$68, 679.00.

Please address resumes and cover letters to Katie Blackadder, Human Resources Coordinator. The complete position description and submission portal is available on the Township website www.southstormont.ca/careers. **Deadline for submission is Friday, June 7th, 2024, at 4:30 p.m.**

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 collection of personal information should be directed to Human Resources.