



## **EMPLOYMENT OPPORTUNITY** **Planning Technician (2-year Contract)**

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 of South Stormont is seeking a Planning Technician for a 2-year contract to provide administrative assistance to the Planning and Building Department. The contract position may transition to full-time pending applications and planning department needs. 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 also provides basic intake and review of a wide variety of land use and development proposals.

### Education and Experience Requirements:

- 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.
- 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.

### Skills & Attributes Sought:

- Proven skills and ability to analyze and present data in a comprehensive and understandable manner.
- Superior research skills.
- Strong communication skills, written and verbal.
- 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 2021 salary range for this position is Pay Band 2, \$44,130 - \$53,709, based on a 35-hour work week. Applicants without the minimum qualifications will be considered at a lesser rate.

Interested and qualified candidates are invited to visit our website at [www.southstormont.ca/careers](http://www.southstormont.ca/careers) to view the complete job description and apply online, deadline for submission is **Friday, October 22, 2021 at 12:00pm (noon)**.

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.