



## Position Description JUNIOR PLANNER

### Position Information

Position Title:	Junior Planner
Department:	Planning and Building Department
Reports To:	Director of Planning and Building
Hours of Work:	Monday to Friday 35 Hours
Date Completed:	February 6, 2023
Date Revised:	May 24, 2024

### Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Fill Vacancy

### Position Summary

The Junior Planner 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. This position will also correspond frequently with members of the public, contractors, agencies, etc., regarding general inquiries related to the Township’s planning policies.

The Junior Planner is committed to the mission, vision and values of the Township of South Stormont and demonstrates such through ethical conduct, community stewardship, individual initiative and responsive service. The Junior Planner demonstrates strong teamwork and technical skills through effective communication and collaboration, proper use of team resources, personal accountability and responsibility.

### 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"> <li>▪ Assist the Director in the preparation and submission of the Planning Department’s annual business plan and budgets (operating and capital).</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Coordinate appointment schedules for the Department including set-up of meetings, arrangement of meeting facilities and meeting materials/documentation, and notification of concerned parties regarding meeting times, location, purpose of the meetings, etc.</li> <li>▪ Provide problem-solving assistance for conflicts in scheduling, changes in priorities, setting meeting agendas and meeting locations, etc.</li> <li>▪ Attend meetings when directed and ensure the preparation and distribution of minutes.</li> <li>▪ 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.</li> <li>▪ Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels.</li> <li>▪ Maintain a tracking system for the Director regarding project milestones, deadlines, deliverables, etc.</li> <li>▪ Process incoming communications to the Department via telephone, voice mail, fax and e-mail; screen communications through distribution and referral to appropriate staff according to guidelines established.</li> <li>▪ Greet visitors to the Department; provide courteous, helpful and positive responses to visitors when confirming nature/purpose of visit, completing transactions and/or making referrals as necessary.</li> <li>▪ Prepare routine and special reports as assigned by the Director.</li> <li>▪ Maintain the records management (hard copy and electronic) and archiving systems for the Director, ensuring that all correspondence, records, reports and documentation are properly filed, dated for retention, diarized for follow-up and can be quickly accessed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accurate scheduling and set-up of meetings.</li> <li>▪ Accurate note taking.</li> <li>▪ On-time distribution of minutes.</li>   <li>▪ Provide feedback and suggestions to the Director.</li>   <li>▪ Liaison with external network and regulatory officials/agencies.</li> <li>▪ Set project tracking methods.</li> <li>▪ Provide customer service in a positive manner.</li> <li>▪ Return phone calls and email in a timely manner.</li>   <li>▪ On time submission of reports.</li> <li>▪ Accessible records management system.</li> </ul>
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<p>public of the highest standard, including follow-up on program feedback and customer complaints.</p> <ul style="list-style-type: none"> <li>▪ Assist the Director and Community Planner with projects, including planning and research studies such as awarded contracts and other initiatives.</li> <li>▪ Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies.</li> <li>▪ Performs other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct.</li> <li>▪ Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.</li> </ul>
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**Knowledge, Skills & Experience**

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

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

**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: \_\_\_\_\_



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Manager

Approved By: \_\_\_\_\_  
Chief Administrative Officer

Date: \_\_\_\_\_