



TOWNSHIP OF NORTH STORMONT

Work Description

Position Title: Planning Technician
Position Type: Permanent, Full-time Non-Unionized 35 hours/week
Supervisors: Chief Administrative Officer / Clerk

POSITION SUMMARY

The Planning Technician liaises with and assists the communities within the Corporation of the Township of North Stormont in the development of land use and sustainability projects; and provides a range of administrative and communications services for the Township.

This position's duties and specific roles and responsibilities that are stipulated below.

RESPONSIBILITIES

Planning Technician:

1. Acts as the primary point of contact for phone inquiries relating to clients seeking planning information.
2. Acts as a liaison between the SDG Counties Planning Department and the public to provide frontline planning services, as a representative of the Township of North Stormont.
3. Assist in the development and subsequent maintenance of the Municipality's Comprehensive Zoning By-law and maps.
4. Facilitates community planning initiatives; identifies and fosters development opportunities; and ensures public input into development plans and projects. Responds to public inquiries in a timely manner.
5. Processes land use planning applications for the Township, including Official Plan amendments, rezoning, subdivision plans, severance and lot addition consents, and minor variances.
6. Prepare reports and comments on or assist the consultant planners on the preparation of reports for planning applications.
7. Researches and assists in the development of land use planning policies.
8. Organize, attend and provide any necessary information to the Committee of Adjustment.
9. Gives input to the Planning Department's yearly budget; handling of deposits to be received in advance by the Township and coding of invoices related to current planning projects.
10. Provides support to Council: maintains confidential records and files; conducts research and assists with the preparation of motions, policies and procedures; reviews and edits reports; and ensures Council is provided with the information and resources required to make effective decisions.
11. Liaises with suppliers, community organizations, residents, Council members and Township staff.
12. Other duties as assigned.

QUALIFICATIONS

- Post-secondary Degree or Diploma in Urban or Regional Planning, Geography, Business Administration, or a related field; or an equivalent combination of education and experience will also be considered.
- A minimum of one to two years of administrative or progressive land use planning experience is preferred.
- Knowledge of relevant municipal legislation, and provincial and federal statutes (for example, Planning Act, Municipal Act, Township Zoning By-Law and County Official Plan).

- Knowledge of computer software programs, which may include Microsoft Office and GIS.
- High degree of professionalism coupled with advanced communications skills in such areas as presentations, customer service, consultations, collaboration, conflict resolution, and consensus-building. Bilingualism is preferred.
- Valid Ontario Class G Driver's License

WORKING CONDITIONS

The work is performed in an office environment however, site inspections may include personal vehicle transport (mileage will be reimbursed) and physical demands.

There is a constant requirement to respond to numerous requests for subject matter information, analysis and recommendations from the CAO / Clerk, Council, SDG Planning, and colleagues, and inquiries from a wide range of external clients and stakeholders, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is a requirement to travel throughout the six communities that make up of the Township of North Stormont, and throughout the region to attend meetings and consultations.

COMPENSATION

Level G, \$53,431 To \$69,715 annually, full benefit package and enrollment in the OMERS pension plan.

The Township of North Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please let us know if you require any accommodations.