

POSITION TITLE: Planning Technician

Employment Type (FT,PT,Contract): FT

Rate of Pay: \$21.92 per hour

Job Location: 99 Lone Pine Road, Port Severn, ON. L0K 1S0

Hours of Work: 35 hours per week

Start Date: Mid-late October

Application Deadline: October 2nd, 2019 at 12:00 p.m.

COMPANY NAME: Township of Georgian Bay

Street Address: 99 Lone Pine Road, Port Severn ON. L0K 1S0

Phone: 705-538-2337

Fax: 705-538-1850

Email: jobs@gbtownship.ca

Website: www.gbtownship.ca

General Description of Duties:

We are currently seeking an experienced Planning Technician to join our team. The successful candidate will play a key role in the Planning Department in developing a sustainable community, with an enhanced quality of life, consistent with the vision and core strategies of the Township's Strategic Plan.

With close proximity of the Township to the urban population of Ontario, including Barrie, Midland and Orillia, Georgian Bay plays an historic and contemporary role as an important cottage, recreation and tourism destination. The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of approximately 15,000. As part of the District Municipality of Muskoka, the Township is comprised of three urban communities – Port Severn, Honey Harbour and MacTier as well as waterfront and rural areas.

Overview: Reporting to the Director of Development Services, this role will be responsible for providing administrative support to the Planning Department as well as to the Building Department. The role will serve as the first point of contact for the public in regards to Planning matters and inquiries.

Key responsibilities:

Primary contact for public inquires related to the Planning department. Consult with customers, registered owners, the District of Muskoka, Township Solicitor and the Assessment Office for various requests. Prepare various pieces of correspondence and communication on behalf of the Planning Department.

Secretary Treasurer of Committee of Adjustment.

Maintain records and files by recording various applications as they are received and recording the progress of applications.

Organize and arrange meetings and handle other related administrative duties including filing, permit assistance and receiving clients at the front desk.

Assist in the development of procedures for applications and departmental efficiencies. Assigns 911 addresses to vacant properties per Municipal and District of Muskoka policy and amends previously created addresses where required.

Provide administrative assistance, when required, within the Building Department.

Provide Planning information in response to inquiries.

Skills and Experience Required:

1-2 years experience in an Planning Administration position

Familiarity with the Municipal environment.

Min. college diploma as a Planning Technician or related field of study

Familiarity with the Planning and Municipal Acts as well as the Building Code.

Excellent customer service skills, along with organizational, time management and administrative skills

Superb computer skills including the Microsoft Office suite of products

Completion of AMCTO's Primer on Planning course would be an asset

How to Apply:

Interested individuals are asked to forward their resume and cover letter no later than 12:00 p.m. on October 2nd, 2019 to jobs@gbtownship.ca

The Township is an equal opportunity employer which values diversity in the workplace Please inform us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.

This job advertisement has been provided by an external employer.
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