



## JOB DESCRIPTION – Junior Planner

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<b>Prepared:</b>	<b>November 20, 2019</b>
<b>Department:</b>	<b>Legislative Services</b>
<b>Reports To:</b>	<b>Director of Legislative Services/Clerk</b>
<b>Supervises:</b>	<b>Directly:       None</b>
	<b>Indirectly:   None</b>

### POSITION SUMMARY

The Junior Planner is responsible for providing relevant planning advice, direction and accurate information to Township staff, Council and the public. The Junior Planner ensures compliance with the *Planning Act*, County Official Plan, Township Official Plan and Provincial directives when processing development applications.

### DUTIES and RESPONSIBILITIES

#### Operational

- a) Process development applications, including zoning amendments, consents, and minor variances.
- b) Fulfil all duties associated with the role of Secretary-Treasurer of the Committee of Adjustment.
- c) Assist Planner with development agreements and by-laws.
- d) Respond as the first point of contact with the public to answer questions and inquiries related to the zoning, legislation and regulations that may be present on different parcels of land. Clarify zone provisions required to achieve compliance.
- e) Provide information on planning policies, procedures and practices to identify and resolve problems. Consult over the phone, in the office and through written correspondence.
- f) Participate in the updates of zoning by-laws and official plans. Ensure compliance with the County Official Plan, the Township of Georgian Bluffs Official Plan, Provincial Policy Statement and *Planning Act*. Attend and facilitate public meetings and open houses to gather comments and opinions on the proposed documents.
- g) Undertake special projects as assigned, conduct research as required and prepare reports.
- h) Maintain the Planning page on the Township website. Upload all planning applications, supporting studies and notices to the website.
- i) Prepare reports and make presentations for Council, Committee of the Whole and Committee of Adjustment, including providing interpretation of planning regulations and policies.

#### Material and Information Resources

- a) Maintain and manage paper and electronic records with respect to planning, including but not limited to subdivision approvals, official plans and zoning by-laws as required by the Township Records Retention By-law, the *Planning Act* and any other relevant legislation.



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### Health and Safety

- a) Personally comply with all health and safety practices as it relates to the work, standard operating procedures/guidelines and the *Occupational Health and Safety Act*.

### Other

- a) Comply with all policies and procedures set out by the Township of Georgian Bluffs.
- b) Perform all other duties and responsibilities as assigned, including assisting with the conduct of municipal elections.

## EDUCATION, SKILLS and EXPERIENCE

### Education/Training/Certifications/Licences:

- Degree in Planning, Geography, related field, or equivalent.
- Registered Professional Planner (RPP) designation or proof of candidacy.
- Full membership with the Canadian Institute of Planners (MCIP) or working towards membership.

### Experience:

- Minimum one year planning experience or related field.
- Experience in a municipal setting an asset.

### Skills and Abilities:

- Working knowledge of the *Planning Act* with an understanding of official plans, zoning by-laws, and other acts/legislation/regulations/statutes.
- Excellent customer service, multitasking and organizational skills.
- Strong interpersonal, verbal and written communication skills.
- Ability to apply computer techniques to planning applications such as GIS.

## DEMANDS and WORKING CONDITIONS

Work is typically performed in a standard office setting and requires extensive computer work including keyboarding, concentration and sitting for extended periods of time. This position is frequently exposed to public criticism and phone/counter interruptions.

Work is subject to frequent demands, deadlines and shifting priorities. The Junior Planner will be required to attend council meetings outside of normal working hours, such as evenings and weekend meetings.

## CONTACTS

Internal	Internal Staff (frequently)
External	Customers/Public (frequently) Stakeholders (frequently) Contractors (occasionally) Government (occasionally)
Public Relations	Website (Occasionally)



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REVIEW/APPROVAL			
Current Incumbent(s):		Date:	
Department Head:		Date:	
CAO:		Date:	