



THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning and Development Department

Requires an

Eight Month Temporary Junior Planner

Reporting to the Manager of Development Planning, the Junior Planner is responsible for assisting senior planning staff by reviewing and writing reports and carrying out research for development applications such as severances, minor variances, site plans, zoning amendments and subdivisions/condominiums. The position also involves assisting policy planning work, including research and special projects. The Junior Planner is required to respond to public inquiries and may include presentations to committees and councils.

The minimum qualifications for this position include:

- Four year university degree from a recognized planning programme or related discipline.
- Designated as a Registered Professional Planner (RPP) in the Province of Ontario or eligible for such designation.
- Minimum one year of experience or equivalent, preferably in a municipal planning environment.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Demonstrated research and analysis skills.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

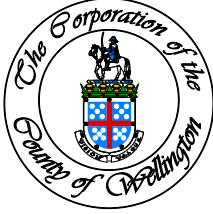
This position offers a benefit package and an hourly range of: \$32.85 to \$38.43 (2020 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #112-20** by **Thursday, October 22 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Junior Planner	Reports to: Manager of Development Planning
Department: Planning and Development	Positions Supervised: 0
Effective: August 2013	Revised: March 2019

BASIC FUNCTION:

Reporting to the Manager of Development Planning, the Junior Planner is responsible for assisting senior planning staff by reviewing and writing reports and carrying out research for development applications such as severances, minor variances, site plans, zoning amendments and subdivisions/condominiums. The position also involves assisting policy planning work, including research and special projects. The Junior Planner is required to respond to public inquiries and may include presentations to committees and councils.

PRINCIPAL RESPONSIBILITIES:

Under the supervision, direction and guidance of the Manager of Development Planning, the Junior Planner has the following duties and responsibilities:

- Assist other planners in preparing reports on planning applications including severances, variances, site plans, zoning and subdivisions/condominiums.
- Presentations to committees and councils.
- Respond to public inquiries.
- Undertake research and data collection on topics of interest to the County.
- Develop and maintain information systems required to support planning in the County.
- Assist other support staff and students, as needed, in maintaining the efficient operation of the department, including filling in during absences.
- Other duties as assigned.

PROBLEM SOLVING RESPONSIBILITIES:

- Ability to meet deadlines and deal with frequent interruptions.
- Balance natural resources/environmental/social issues with development needs.
- Interpret legal documents, legislation, planning policy and technical reports.
- Research and analysis related to policy development and problem solving.

CONTACTS:

- Internal: County Staff, Local Staff, Planners.
- External: Private Sector Consultants, local municipalities, federal and provincial agencies, conservation authorities, lawyers and community groups, elected officials, building inspectors, real estate agents, developers, surveyors and other professionals.

MINIMUM QUALIFICATIONS:

- Four year university degree from a recognized planning programme or related discipline.
- Designated as a Registered Professional Planner (RPP) in the Province of Ontario or eligible for such designation.
- Minimum one year of experience or equivalent, preferably in a municipal planning environment.
- Proficiency with Microsoft Office applications as well as desktop mapping.
- Demonstrated research and analysis skills.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

SKILLS AND COMPETENCIES:

- Ability to work well with personnel both within the planning department and other County staff.
- Ability to organize and manage priorities.
- Excellent communication and customer service skills.
- Good analytical skills with ability to comprehend legal documents, legislation, planning policy and technical reports.
- Understanding of GIS mapping and data base systems would be an asset.
- Experience related to development control.

OTHER:

Location: Administration Centre – 74 Woolwich Street, Guelph: occasional travel throughout the County to attend meetings in other areas.

Hours of work: 35 hours per week; flexibility of hours may be required.