



Town of Whitby Employment Opportunity

Planner I

The Town of Whitby, Durham's Business Centre, a rapidly expanding and progressive community with a population of 130,000 and located approximately 50 km east of Toronto, is currently seeking a highly motivated and energetic individual for this challenging opportunity.

Reporting to and under the direction of the Manager of Planning Administration, the Planner I is responsible for

- the review, evaluation and processing of minor variance applications to the Committee of Adjustment, including preparation of planning reports and making presentations;
- assisting with the development and maintenance of the Town's comprehensive Zoning By-laws, standards and practices;
- responding to general inquiries on planning related issues from the public and a variety of other sources;
- assisting with the business administration function of the Department;
- Secretary to the Committee of Adjustment, which includes meetings outside of normal working hours; and,
- other duties as may be assigned.

As the successful applicant, you must possess:

- an undergraduate degree in Urban and Regional Planning;
- a minimum of two (2) years directly related planning experience;
- a provisional or full membership with the O.P.P.I;
- have a working knowledge of planning processes, the Planning Act and other relevant legislation and planning related documents such as Places to Grow and the Ontario Provincial Policy Statement;
- experience in conducting planning related research and special studies;
- demonstrated organizational, analytical, and technical skills;
- the ability to effectively communicate orally and in written form;
- well-developed interpersonal skills necessary for establishing effective working relationships;
- a proficiency in Microsoft Office Suite (Outlook, Word, Excel);
- the ability to work both independently and as part of a team;
- the ability to work well under pressure to meet deadlines;
- the ability to attend public meetings outside normal working hours; and,
- a valid unrestricted Ontario Driver's Licence (minimum Class "G") maintained in good standing and have access to a personal vehicle.

Salary: \$51,815 - \$64,756 per annum

Hours: Monday to Friday – 8:30 a.m. to 4:30 p.m.

Application Deadline: Tuesday, January 3, 2017

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 16-F042-503C

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and

equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Town of Whitby is an equal opportunity employer.