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**Job Title: Planning Information Analyst**  
**Employment Status: Permanent – Full Time**  
**Reference Code: 1419**  
**Closing Date: October 8, 2021**  
**Location: Midhurst, ON**

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## Position Summary

Working within the Planning Department of the Engineering Planning and Environmental Division, the Planning Information Analyst provides local support for planning information systems including data entry, updating, extraction and reporting, as well as report related map preparation, policy research related to population, employment and demographic data, land use, assisting in the preparation of statistical and narrative reports as well as extraction and analysis of census data. The Planning Information Analyst will also be responsible for updating and publishing information products on the County's website and in addition, review some planning applications, answer planning enquiries from the general public, and liaise with member municipalities for planning information sharing.

## Position Requirements

1. Two (2) years previous related experience is required.
2. Four (4) year Honours degree in Planning or related field or approved equivalent combination of education and experience.
3. Knowledge of basic principles of land use planning.
4. Experience utilizing current GIS tools (ESRI ArcGIS) and experience maintaining informational products and detailed databases would be an asset.
5. Ability to analyze the inter relationships of land use planning considerations in order to reach conclusions and make recommendations regarding a planning application.
6. Ability to organize work load for self to coordinate the processing of several planning applications and related matters within specific time deadlines.
7. Acute awareness of inter-relationships between land use policy and growth related data/information.
8. Strong communications skills, interpersonal and written.
9. Ability to work effectively with personnel at all levels of the organization and with external contacts.
10. Ability to work with minimal supervision and to use independent judgment where warranted.
11. Demonstrated experience working in a Windows environment and associated Office software including specific knowledge of Excel for data manipulation and summarization.
12. Able to handle confidential information discreetly.
13. Class G Driver's License in good standing and reliable vehicle to use on corporate business.

## Compensation

\$29.16 - \$36.38 per hour (as per Collective Agreement)  
Union: CUPE 5820.01

## To Apply

View the job description and submit your application online at [www.simcoe.ca/jobs](http://www.simcoe.ca/jobs)

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**The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.**

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.