

Planner II, Development Services

(Job # 2021-031-IE)

Department: Development Services
Status: Permanent, Full Time
Date Posted: May 20, 2021
Date Closing: **June 3, 2021 4:30 p.m.**
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: \$67,549 - \$82,172 per year

Position Purpose:

Reporting to the Manager of Development Planning, this role is responsible for the processing, reviewing and evaluation of planning applications. Key responsibilities of this position include: providing support to senior staff by acting as a resource for staff, Council and the public in regard to planning processes and regulations; will respond to relevant public agencies regarding planning approvals processes, Official Plan policies, Zoning By-law and other relevant planning policies; coordinate, facilitate and attend internal and external stakeholders/public meetings; attend Public meetings, Council as required; maintains computer tracking/data system including computer file set-up, entering and retrieving data and preparation of development status reports; provide input and comments on existing/proposed policies and their potential impacts on the development process and associated implementation; support in the facilitation of public consultation, liaison and community outreach; and perform additional duties and undertake special projects as assigned.

Qualifications and Requirements:

- Degree in Planning, Urban Studies, Environmental Studies or a related field
- Minimum five (5) years of development planning experience in a municipal environment
- Thorough knowledge of the Ontario Planning Act, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan & Oak Ridges Moraine Conservation Plan, Source Water Protection and experience at the LPAT or other tribunals
- Knowledge of Planning legislation on land use planning matters, regulations, guidelines, planning principle, practices and processes
- Demonstrated experience processing of Planning Applications from application submission through to approvals
- Demonstrated public facilitation and conflict resolution skills
- Sound knowledge of the Ontario Occupational Health & Safety Act and safety regulations relevant to buildings
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint) and knowledge of ArcGIS
- Strong customer service and interpersonal skills, with the ability to interact effectively with all municipal staff, elected officials, residents and other agencies
- Excellent research, analytical and presentation skills with high degree of accuracy and attention to detail
- Effective organization skills; ability to prioritize and meet deadlines regularly
- Excellent verbal and written communication skills, with ability to work independently or as part of a team
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads
- Valid Ontario Class "G" Driver's Licence in good standing

How to apply:

Please forward your resume in confidence by **June 3, 2021 at 4:30 p.m.**, identifying **Job # 2021-031-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.