



**Position:** Junior Planner (1 Position)  
**Department:** Building and Planning Department  
**Type:** Permanent, Full-Time (Non-Union)  
**Hours of Work:** 35 Hour work week, Monday to Friday

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If you're looking for a workplace that values teamwork, dedication, and growth, the Township of South Stormont is the place for you. Our employees are passionate about making a difference in our community, and we work together to provide professional and high-quality services. We're excited about improving processes, welcoming diversity, and encouraging new ideas and perspectives. With a supportive team and a positive work atmosphere, we encourage employees to build their skills through training and development. Additionally, we value work-life balance and offer flexibility to support our employees' needs. Join a team that cares about your success and well-being.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

The Township is seeking applications for the position of **Junior Planner** within the Planning & Building Department. Key responsibilities include preparing technical reports on a variety of planning applications, making presentations and notices to the public and Council, and generally contributing to and supporting the work of the Planning & Building department. The Junior Planner provides accurate and professional information to applicants, consultants, developers, and the public and routinely interacts with other municipal staff, provincial ministries, and agencies. Essential to this role are strong technical skills, effective communication and collaboration, proper use of team resources, personal accountability, and responsibility.

**Education and Experience Requirements:**

- Post Secondary Degree/Diploma in Land Use, Urban Planning, or a related field.
- Knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.
- Membership or eligibility for full membership in Ontario Professional Planners' Institute is considered an asset.
- Minimum of two (2) years of progressive land use planning policy and/or cultural heritage planning is preferred.

**Skills & Attributes Sought:**

- Proven skills and ability to analyze and present data in a comprehensive and understandable manner.
- Superior research skills.
- Excellent communication, written and verbal skill sets.
- Strong consultation and liaison skills with community groups,



organizations and government bodies.

- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.
- Knowledge of computer software such as Microsoft Suites, GIS, CloudPermit etc.

The successful applicant must be available to attend evening/weekend meetings or to work outside of designated normal hours per week. Standard work week is 35 hours.

The 2024 salary range for this position is Pay Grid Level 3, \$56,430.00 to \$68, 679.00.

Please address resumes and cover letters to Katie Blackadder, Human Resources Coordinator. The complete position description and submission portal is available on the Township website [www.southstormont.ca/careers](http://www.southstormont.ca/careers). **Deadline for submission is Friday, July 5, 2024, at 4:30 p.m.**

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants however only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about collection of personal information should be directed to Human Resources.



## Position Description JUNIOR PLANNER

### Position Information

Position Title:	Junior Planner
Department:	Planning and Building Department
Reports To:	Director of Planning and Building
Hours of Work:	Monday to Friday 35 Hours
Date Completed:	February 6, 2023
Date Revised:	May 24, 2024

### Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Fill Vacancy

### Position Summary

The Junior Planner is responsible for assisting the Director of Planning and Building and Community Planner with services delivered by the Planning Department such as the preparation of technical reports, presentations and notices. The position provides basic intake and review of a wide variety of land use and development proposals. This position will also correspond frequently with members of the public, contractors, agencies, etc., regarding general inquiries related to the Township’s planning policies.

The Junior Planner is committed to the mission, vision and values of the Township of South Stormont and demonstrates such through ethical conduct, community stewardship, individual initiative and responsive service. The Junior Planner demonstrates strong teamwork and technical skills through effective communication and collaboration, proper use of team resources, personal accountability and responsibility.

### Key Accountabilities

*Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).*

Accountability Description	Key Performance Indicators
Administration: <ul style="list-style-type: none"> <li>▪ Assist the Director in the preparation and submission of the Planning Department’s annual business plan and budgets (operating and capital).</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Coordinate appointment schedules for the Department including set-up of meetings, arrangement of meeting facilities and meeting materials/documentation, and notification of concerned parties regarding meeting times, location, purpose of the meetings, etc.</li> <li>▪ Provide problem-solving assistance for conflicts in scheduling, changes in priorities, setting meeting agendas and meeting locations, etc.</li> <li>▪ Attend meetings when directed and ensure the preparation and distribution of minutes.</li> <li>▪ Develop recommendations to the Director of Building and Planning and Community Planner relating to development applications, zoning, variances, new or revised policies, new legislation, etc. consistent with applicable planning documents.</li> <li>▪ Liaise with regulatory officials/agencies in the Planning fields at the federal, provincial and municipal levels.</li> <li>▪ Maintain a tracking system for the Director regarding project milestones, deadlines, deliverables, etc.</li> <li>▪ Process incoming communications to the Department via telephone, voice mail, fax and e-mail; screen communications through distribution and referral to appropriate staff according to guidelines established.</li> <li>▪ Greet visitors to the Department; provide courteous, helpful and positive responses to visitors when confirming nature/purpose of visit, completing transactions and/or making referrals as necessary.</li> <li>▪ Prepare routine and special reports as assigned by the Director.</li> <li>▪ Maintain the records management (hard copy and electronic) and archiving systems for the Director, ensuring that all correspondence, records, reports and documentation are properly filed, dated for retention, diarized for follow-up and can be quickly accessed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accurate scheduling and set-up of meetings.</li> <li>▪ Accurate note taking.</li> <li>▪ On-time distribution of minutes.</li> <li>▪ Provide feedback and suggestions to the Director.</li> <li>▪ Liaison with external network and regulatory officials/agencies.</li> <li>▪ Set project tracking methods.</li> <li>▪ Provide customer service in a positive manner.</li> <li>▪ Return phone calls and email in a timely manner.</li> <li>▪ On time submission of reports.</li> <li>▪ Accessible records management system.</li> </ul>
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Operations:

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| <ul style="list-style-type: none"> <li>▪ Assist the Director and Community Planner with procedures, work methods and standards of services delivered by the Building and Planning Department.</li> <li>▪ Assist the Director and Community Planner with the identification of best practices for land use planning, land division control and development application reviews, zoning administration, environmental planning, GIS/municipal mapping, by-law compliance for possible application.</li> <li>▪ Conduct research and investigatory analysis as required for the preparation of correspondence, documents and reports.</li> <li>▪ Collaborate with the Director and Community Planner as required, for the completion, technical support and advice for the department in the review and timely processing of all applications, (i.e., site plan, subdivision/ condominium, Official Plan amendments, zoning By-law amendments, variances, etc.) including site inspections, Committee of Adjustment secretariat duties, etc.</li> <li>▪ Conduct research for correspondence/report writing and preparation of legal documents including court/tribunal proceedings, and materials to implement planning decisions, e.g. site plan agreements, subdivision / condominium agreements, zoning by-law amendments, variances including written opinions on planning and economic matters.</li> <li>▪ Provide technical support and problem-solving assistance on planning matters to the Director, Township staff, developers and property owners.</li> <li>▪ Forward information and corrections related to maintenance and updated information for the municipal GIS land parcel base maps and data systems relating to planning matters.</li> <li>▪ Assist the Director and Community Planner in the development and implementation of a quality assurance program to maintain on time and courteous delivery of services to the</li> </ul> | <ul style="list-style-type: none"> <li>▪ Identification of best practices for planning.</li> <li>▪ Conduct accurate research as required and provide findings on a timely basis.</li> <br/> <li>▪ Appropriate and accurate research conducted for legal documents/proceedings.</li> <br/> <li>▪ Customer service delivered in timely, helpful and professional manner ensuring relay of appropriate and accurate information.</li> </ul> |
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<p>public of the highest standard, including follow-up on program feedback and customer complaints.</p> <ul style="list-style-type: none"> <li>▪ Assist the Director and Community Planner with projects, including planning and research studies such as awarded contracts and other initiatives.</li> <li>▪ Complies with all Health and Safety requirements and Employee Code of Conduct and other Township Policies.</li> <li>▪ Performs other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is aware of and demonstrates the responsibilities and accountabilities of the Employee Code of Conduct.</li> <li>▪ Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.</li> </ul>
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**Knowledge, Skills & Experience**

*Identify the minimum education and experience required along with required and preferable skills.*

<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>▪ Post Secondary Degree / Diploma in Land Use or Urban Planning or a related field.</li> <li>▪ Knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement.</li> <li>▪ Membership or eligibility for full membership in Ontario Professional Planners’ Institute is considered an asset.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Minimum of two years of progressive land use planning policy and/or cultural heritage planning experience is preferred.</li> <li>▪ Minimum of two years experience in a municipal planning department is considered an asset.</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Proven skills and ability to analyze and present data in a comprehensive and understandable manner.</li> <li>▪ Superior research skills.</li> <li>▪ Excellent communication, written and verbal skill sets</li> <li>▪ Strong consultation and liaison skills with community groups, organizations and government bodies.</li> <li>▪ Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.</li> <li>▪ Knowledge of computer software such as Microsoft Suites, GIS, CloudPermit etc.</li> </ul>

**Approvals:**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: \_\_\_\_\_



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Manager

Approved By: \_\_\_\_\_  
Chief Administrative Officer

Date: \_\_\_\_\_