

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) JUNIOR PLANNER
Permanent Full Time

JOB ID: C28-25	LOCATION: Hybrid and 30 Centre St., Orangeville
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on March 14, 2025

Reporting to the Planning Manager, the Junior Planner coordinates planning application review and provides administrative support for departmental projects and operations, and is the key point of contact on all planning matters. This role acts as a liaison between other County departments, local municipalities, agencies, and ensures that data and information is updated and distributed in a timely and effective manner.

What we can offer YOU!

- A competitive hourly wage ranging between \$45.65– \$53.40 (January 1, 2025 Non-Union Pay Grid)
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Serve as the key point of contact on all planning matters and ensure that data and information is updated and distributed in a timely and effective manner
- Distribute planning applications to staff in the County as well as the County's planning consultants (as required) to request comments
- Ensure all Planning related fees are collected at the appropriate point during the application process
- Consolidate application comments for consideration by local municipal planners
- Review all planning applications with regard to the purpose of the proposed development and confirming the site location using GIS portal
- Assist the Planning Manager to verify proposed developments are in compliance with applicable planning legislation, by referencing the County's Official Plan, local official plans, Provincial Plans, and the Provincial Policy Statement
- Provide administrative support to, Planning Manager, Director of Development and Tourism, as well as the County's Planning Consultant by scheduling meetings, preparing agendas and taking minutes as requested
- Assist the coordination and administration of the County's public engagement platform "Join In Dufferin" (JID)
- Other duties as assigned

What you'll bring

- 4 year undergraduate degree in urban and regional planning
- One (1) year of experience working in a municipal, public or private planning office
- Highly proficient in Microsoft Office programs



- Familiarity with Geographic Information Systems (GIS) in a planning environment
- Knowledge of provincial legislation regarding Planning and the Land Use Planning framework
- Strong organizational and administrative skills
- Excellent judgement and decision-making regarding the sharing of information
- Strong interpersonal and communication skills; able to liaise with internal and external stakeholders
- Valid Class G driver's license and access to reliable transportation required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 3, 2025 date. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

