

City of Greater Sudbury – Employment Opportunity

Posting #3914

Job Posting Title: Planning Technician

Section: Strategic and Environmental Planning

Division: Planning Services

Department: Planning and Growth

Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position

Number of Vacancies: 1

Union Affiliation: CUPE 4705 Inside Unit

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 9 - \$30.49 to \$36.07 per hour

The start date will follow the selection process.

The eligibility for [hybrid work](#) is to be determined.

Main Function

Under the general supervision of the Manager of Strategic and Environmental Planning, this position provides technical and administrative planning support of the Business Plan for the Strategic and Environmental Planning section and quality service outcomes.

Objectives

1. Provide accurate, timely, and accessible planning data, mapping, and information resources to support municipal planning activities, decision-making, and public service requirements.
2. Deliver effective technical, administrative, and communications support for Planning Services programs, initiatives, and Community Improvement Plans while fostering positive stakeholder engagement and service excellence.

Duties

1. Assist senior planning staff in research, reports, and specialized studies on social, economic, and environmental matters.
2. Act as team lead on the administration of Community Improvement Plans (CIP), including fielding inquiries, promotion of the CIP, review of applications, follow-up with applicants, regular monitoring of the CIP funds, regular reporting on the status of the CIP funds to senior staff.
3. Research information and prepare drafts of Letters of Opinion for Legal-Non-Conforming Uses, Zoning Confirmation Letters and Letters of Interpretation.
4. Compile and maintain City of Greater Sudbury's (City) zoning by-law and/or official plan; simultaneously update and maintain the master copy of the by-law and/or official plan, the digital copy available on the City's website; coordinate the changes with all affected divisions with high accuracy; ensure the information on the website complies with the Accessibility for Ontarians and Disabilities Act.
5. Meet with internal and external stakeholders to identify information requirements and acquire data needed for initiatives. Consult with staff from Planning Services and other divisions to monitor benchmarks and indicators.
6. Create and maintain tabular data, spatial layers, inventories, and documentation relating to demographics, economic, socio-economic, environmental, cultural, and policy indicators.
7. Monitor for quality control to ensure data and spatial layers are current, accurate, reliable, and accessible.
8. Monitor relevant municipal web pages to ensure information is current, accurate, reliable, accessible, and compliant with the City's French Language Services policy. Assist in identifying and implementing solutions for related concerns.
9. Prepare, design, edit, and maintain content and videos for section webpages.
10. Provide web and social media support and guidance to staff.
11. Assist in the development of marketing and communications materials, including research and drafting of content for review by staff.

12. Respond to internal and external requests for information. Prepare custom data/information packages as requested for internal and external groups. Ensure accuracy of the information.
13. Prepare custom reports, graphics, charts, maps, plans, and documents for internal and external use.
14. Upload reports onto the City's council and committee meeting management system.
15. Arrange appointments, book meetings, book facilities for workshops, screen incoming mail, receive and respond to, or direct telephone and public enquiries, respond with required information and/or direct same to applicable source.
16. Provide information to City staff and the public as required; liaise with other departments as required.
17. Assist in the coordination of events, public open houses and input sessions, initiate and maintain online registration of participants for offsite seminars/workshops, provide information packages, process registration fees and provide assistance as required.
18. Develop and maintain filing system.
19. Develop and maintain a thorough working knowledge of City's Health and Safety policy and the applicable provincial legislation listed therein.
20. Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- College diploma in a related discipline (e.g., Planning, Geography, Environmental Studies) from a recognized community college with Canadian accreditation.

Experience:

- Over six (6) months up to and including twelve (12) months of directly related experience.

Other Requirements:

- Ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, spreadsheet applications, presentation software, information input and retrieval, etc.) and in a web environment (e.g., Google apps, YouTube, Google Maps, Google Earth, Facebook, Twitter, digital publishing platforms, etc.).
- Knowledge of content management systems and software, and their related processes.
- Demonstrate organizational ability with a strong attention to detail.
- Demonstrate ability to work in a high-paced, multi-tasked, and team environment.
- Demonstrate interpersonal and communication skills in dealing with councillors, the public, staff and outside agencies in a courteous and effective manner.
- Demonstrate knowledge of web maintenance software and applications.
- Ability to use ESRI GIS software an asset.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Must be physically capable of operating a vehicle safely, possess a valid Class G driver's licence, and have an acceptable driving record.

Competencies: (click to view)

[Competency Library - Level 1 Proficiency](#)

Notice to Job Applicants: Definition of "Assets" on Job Postings — A number of Job Postings will contain items described as "assets" under the Qualifications heading. By way of definition, assets are qualifications which are not required but are deemed to enhance performance and therefore considered in the recruitment process.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$29.72 to \$34.49 per hour. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, August 27, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca