



TOWNSHIP OF GEORGIAN BLUFFS

Requires a Planning Assistant

The Township of Georgian Bluffs prides itself on being the place where you “Come for the View and Stay for a Lifetime”. Located in Grey County, along the shores of Georgian Bay, the Township of Georgian Bluffs is a mixed urban/rural municipality with a population of approximately 10,500 residents. If you are looking to work for a municipality who is dynamic, progressive and forward thinking the Township is looking for you.

The Planning Assistant will work in conjunction with and provide support to the Planner. This person will help with preparations of the zoning bylaw, perform research, update planning documents, and undertake special projects as assigned.

Reporting directly to the Planner, the successful applicant will be responsible for the following:

- Assist with the preparation of standard documents and forms;
- Assist with the maintenance of planning and property files;
- Assist with the preparation of the zoning bylaw;
- Develops knowledge of municipal operations and addresses requests for information from the public.

The ideal candidate will possess the following qualifications:

- Currently enrolled in a post-secondary school in a planning or related field;
- Ability to work independently;
- Strong written and oral communication skills;
- Demonstrated time management and organizational skills;
- Interpersonal skills to deal with public inquiries;
- Strong computer knowledge skills (Microsoft Word and Excel);
- Knowledge of GIS system would be an asset;
- Knowledge of the Municipal Act and Planning Act would be an asset;
- Experience with Public Consultation.

This is a temporary summer position based on 35 hours per week for 14 to 16 weeks. Wage Range is \$14.00 to \$16.00 per hour.

Qualified candidates are encouraged to submit a detailed resume with a cover letter to the undersigned no later than March 21, 2019 at 4:00 PM.

Human Resources
Township of Georgian Bluffs
177964 Grey Road 18
Owen Sound, Ontario N4K 5N5
Email: hr@georgianbluffs.on.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.