



JOB DESCRIPTION – Junior Planner

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| Prepared: | December 17, 2020 |
| Department: | Planning |
| Reports To: | Senior Planner |
| Supervises: | Directly: None |
| | Indirectly: None |

POSITION SUMMARY

The Junior Planner fulfils the role of Secretary-Treasurer for the Committee of Adjustment, and is responsible for providing relevant planning advice, direction and accurate information to Township staff, Council and the public. The Junior Planner ensures compliance with the *Planning Act*, County Official Plan, Township Official Plan and Provincial directives when processing development applications.

DUTIES and RESPONSIBILITIES

Operational

- a) Process development applications, including zoning amendments, consents, and minor variances.
- b) Fulfil all duties associated with the role of Secretary-Treasurer of the Committee of Adjustment.
- c) Respond as the first point of contact with the public to answer questions and inquiries related to the zoning, legislation and regulations that may be present on different parcels of land. Clarify the zone provisions required to achieve compliance.
- d) Provide information on planning policies, procedures and practices to identify and resolve problems. Consult over the phone, in the office and through written correspondence.
- e) Participate in the updates of zoning by-laws and official plans. Ensure compliance with the County Official Plan, the Township of Georgian Bluffs Official Plan, Provincial Policy Statement and the *Planning Act*. Attend and facilitate public meetings and open houses to gather comments and opinions on the proposed documents.
- f) Undertake special projects as assigned, conduct research as required and prepare reports.
- g) Maintain the Planning page on the Township website. Upload all planning applications, supporting studies and notices to the website.
- h) Prepare reports and make presentations for Council, Committee of the Whole and Committee of Adjustment, including providing interpretation of planning regulations and policies.

Material and Information Resources

- a) Maintain and manage paper and electronic records with respect to planning, including but not limited to minor variances, severances, official plans and zoning by-laws as required by the Township Records Retention By-law, the *Planning Act* and any other relevant legislation.

Health and Safety

- a) Personally comply with all health and safety practices as it relates to the work, standard operating procedures/guidelines and the *Occupational Health and Safety Act*.



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Other

- a) Comply with all policies and procedures set out by the Township of Georgian Bluffs. Perform all other duties and responsibilities as assigned.

EDUCATION, SKILLS and EXPERIENCE

Education/Training/Certifications/Licences:

- Degree in Planning, Geography, related field, or equivalent.
- Registered Professional Planner (RPP) designation or proof of candidacy.
- Full membership with the Canadian Institute of Planners (MCIP) proof of candidacy.

Experience:

- Minimum three years planning experience.
- Experience in a municipal setting preferred.

Skills and Abilities:

- Knowledge of the *Planning Act* with an understanding of official plans, zoning by-laws, and other acts/legislation/regulations/statutes.
- Excellent customer service, multitasking and organizational skills.
- Strong interpersonal, verbal and written communication skills.
- Ability to apply computer techniques to planning applications such as GIS.

DEMANDS and WORKING CONDITIONS

Work is typically performed in a standard office setting and requires extensive computer work including keyboarding, concentration and sitting for extended periods of time. This position is frequently exposed to public criticism and phone/counter interruptions.

Work is subject to frequent demands, deadlines and shifting priorities. The Junior Planner will be required to attend meetings outside of normal working hours, including evenings and weekend meetings.

| CONTACTS | |
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| Internal | Internal Staff (frequently) |
| External | Customers/Public (frequently) Stakeholders (frequently) Contractors (occasionally) Government (occasionally) |
| Public Relations | Website (Occasionally) |

| REVIEW/APPROVAL | | | |
|------------------------------|--|--------------|--|
| Current Incumbent(s): | | Date: | |
| Department Head: | | Date: | |
| CAO: | | Date: | |