

<b>Township of Selwyn</b>	
<b>Job Description</b>	
Position: Junior Planner	Page: 1 of 3
Reports To: Senior Planner	Date: October 2021
This Job Description Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

**Job Summary:**

Provides advice and interpretation as it relates to the Zoning By-law and Official Plan, reviews and processes Development Applications and Zoning Certificates. Provides administrative and technical support for the Planning services area, while fostering excellence in customer service.

**Duties and Responsibilities:**

1. Acts as the primary contact for planning related inquiries, development applications zoning certificates, and other general planning matters.
2. Responds to public inquiries and provides guidance with respect to planning matters in a courteous and timely manner and keeps the Senior Planner and Manager of Building & Planning informed on matters as required.
3. Reviews development applications with applicants to ensure completeness. Conducts site visits as required.
4. Assists the Senior Planner with the processing of development applications (i.e. zoning by-law amendments, minor variance and site plan) ensuring adherence to all applicable regulations and by-laws, including the collection and processing of applicable fees.
5. Responsible for the preparation and circulation of planning notices, including notices of complete application, public hearing and decision.
6. Assists the Senior Planner with the analysis of development applications, preparation and presentation of planning presentations at public meetings, and preparation of related Planning reports for Committee/Council agendas, as required.
7. Acts as Secretary Treasurer to the Committee of Adjustment and coordinates meetings by preparing agendas, researching and compiling land use information, preparation of notices and meeting minutes.
8. Completes and issues zoning certificate requests ensuring compliance with the zoning by-law. .
9. Responsible for general inquiries and providing information as to the status of development applications and prepares status reports as directed.
10. Responsible for updating, maintaining, and promoting the planning services digital file portal.
11. Provides administrative and technical support for the Building and Planning Department as required.
12. Attends meetings, prepares reports and maintains records as required.
13. Participates in special projects where required.

## Township of Selwyn

### Job Description

Position: Junior Planner

Page: 2 of 3

14. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department in order that professional competence is maintained.
15. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
16. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.

#### **Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

#### **Contacts:**

**Internal:** With the Manager of Building/Planning, Senior Planner and co-workers for the purpose of obtaining and sharing information to complete work assignments.

**External:** With various lawyers, Municipal/Provincial and other agencies to provide and obtain information.

With solicitors, consultants, agencies, land developers, etc. to provide and seek information.

With the general public to provide information, ensuring polite and tactful relations.

#### **Working Conditions:**

Exposure to a normal office environment. Work is subject to unyielding legislated deadlines.

#### **Job Knowledge and Experience:**

- Post secondary education in a planning related discipline and full or provisional membership in the Ontario Professional Planners Institute. Minimum of one year relevant planning experience preferably in a municipal setting.
- Thorough knowledge of planning principles, concepts, practices and methods.
- Thorough knowledge of the Planning Act, the Municipal Act, Provincial Policy Statements and other Federal and Provincial legislation pertaining to municipal planning.
- Excellent oral and written communication skills. Proven ability to deal with people.
- Strong organizational and time management skills with a proven ability to cope with several different requests and subjects simultaneously.
- Knowledge of personal computers and word processing, database and various planning/database/mapping applications.
- Ability to adhere to strict deadlines.

<b>Township of Selwyn</b>	
<b>Job Description</b>	
Position: Junior Planner	Page: 3 of 3

**Key Competencies:**

- Accountability
- Communication
- Job Knowledge
- Customer Focus
- Decision Making
- Quality Orientation
- Analytical Thinking