



Planning Technician Competition #2023-11

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 2,500 and an additional seasonal population of around 16,000. The municipal office is located in Port Severn, which is a short commute from Barrie, Midland, Orillia, and surrounding areas.

Overview: We are looking for a Planning Technician to join our team! Reporting to the Manager of Planning, this position will provide assistance to the Planning Department including circulation of planning inquiries, addressing compliance matters, assisting in agreement preparation, and maintaining the Township's Geographic Information System (GIS). This position will assist with data collection and research for planning reports, data management, and the performance of clerical support services.

Duties include but are not limited to:

- Respond to public inquiries and prepare various pieces of correspondence on behalf of the Planning Department.
- Receive and process development applications by analyzing information received, opening files, creating documents and circulation lists, drafting notices to ensure that all requirements and regulations of the Planning Act are met.
- Assist with the organization and planning of meetings and attend meetings as required. Act as the Secretary-Treasurer for the Committee of Adjustment, when required.
- Act as the primary municipal contact for GIS services, and update and maintain the Township GIS mapping system in conjunction with the District of Muskoka. Provide GIS information to planning and other departments as required.
- Provide excellent customer service by ensuring quick and accurate responses to inquiries. Assist customers in obtaining services desired by re-directing customers to appropriate department personnel/services.

Knowledge/experience:

- Graduate of a two (2) year Planning Technician Diploma, Business/Office Administration Diploma, or a related discipline.
- Completion of AMCTO's Primer on Planning course would be an asset.
- Minimum of 3 years' relevant experience, preferably in a Municipal environment.
- Thorough knowledge and understanding of the Ontario Planning Act including Community Planning Permits, zoning by-laws, and official plans. Knowledge of the Ontario Land Registry System.
- Working knowledge of GIS (GIS Certificate would be an asset).
- Excellent written and verbal communication, organizational, time management, problem-solving and administrative skills.
- Superb computer skills including the Microsoft Office suite of products, preferably Microsoft Officer 365.
- Valid Class G Drivers Licence and the ability to provide a clean drivers abstract as there is the potential for field work/site visits.

Wage rate: \$28.78 to \$31.46 per hour, based on a 35-hour workweek, Monday to Friday.

The Township of Georgian Bay offers a competitive benefits and pension package, as well as 3-weeks of paid vacation to begin, with increases each year.

This is a unionized position with OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on March 31st, 2023**, to the Human Resources Department by **email** jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.