

## **JOB DESCRIPTION**

### **PLANNING AND DEVELOPMENT SUMMER STUDENT**

**REPORTS TO:** Director of Planning and Development

#### **SUMMARY OF FUNCTION:**

The Planning and Development Summer Student will provide a wide range of land use and planning activities in our community and will be an integral part of the Planning Department. Duties will include updating the Township's planning documents, providing assistance to public inquiries and planning application reviews along with completing public notices and circulations with respect to planning applications and undertaking research initiatives. Computer literacy including GIS, AutoCAD, word processing and spreadsheet creation skills are required.

#### **TASKS:**

1. Provide planning information and advice to the general public, elected officials, agents and developers.
2. Assist in the processing of development applications through the Planning Act process such as minor variances, severances, zoning by-law amendments, official plan amendments, plans of subdivision/condominium and site plan agreements. Submissions to the Approval Authority.
3. Process and manage development-related applications submitted under the Planning Act including the review and analysis of land development proposals, the research and preparation of reports and memoranda for consideration by Council, Committees of Council, and the Committee of Adjustment; interpretation and analysis of provincial, regional and local planning documents and policies.
4. Perform work on AutoCAD and GIS to update planning mapping and provide information for the public, elected officials, agents and developers.
5. Prepare planning brochures and other related planning documents as required for various development issues.
6. Perform Zoning By-law reviews as part of the Building Permit process.

7. Provide administrative support for the Planning and Development department.
8. Respond to public inquiries via telephone, correspondence and in person.
9. Attend Planning and Development department meetings.
10. Perform other related duties as required.

**SKILLS:**

- Be enrolled in post-secondary education in urban planning or related field.
- Possess public relations and interpersonal skills to clarify facts, give information and respond to complaints.
- Possess written communication skills to complete general correspondence.
- Possess the ability to deal courteously and effectively with the public, staff, developers, elected officials, etc.
- Possess a valid, minimum G2 driver's licence.
- Possess operating skills for a variety of office equipment including computer, AutoCAD, GIS, photocopier, FAX machine, shredder and postal machine.
- Possess organizational skills to meet multiple deadlines.

**EFFORT:**

- Requires sitting for extended periods of time.
- Involves visual concentration at a computer screen.
- Requires intermittent lifting.
- Involves attention to detail and the meeting of deadlines.

**WORKING CONDITIONS:**

- Normal workweek - 35 hours.
- Attendance at meetings outside of normal work hours may be required.
- Working environment contains the usual risks or discomforts; no special safety precautions are required.

Revised: January 11, 2018