



County Administration Buildings
Belleville, Ontario

Planner

Full-Time – Non Union

2018-NON-GG-194

The County of Hastings is currently accepting applications for **Full-Time Planner** for the Planning Department at the County Administration Building in Belleville, Ontario.

The Planner's role is to process, review, and report on various planning applications, and planning related issues and policies.

RESPONSIBILITIES:

1. Review and prepare reports for a variety of planning applications and policies
2. Present reports and background information to the Planning/Land Division/9-1-1 Committee
3. Provide information and advice to applicants, consultants, and the general public
4. Liaise with local municipal staff, provincial ministries, and agencies
5. Administer peer review processes for technical studies
6. Conduct or coordinate special planning studies
7. Attend public hearings, OMB hearings, and local municipal council meetings
8. Maintain appropriate planning information and data bases
9. Be aware of, and follow the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, and County policies
10. Perform other related duties and special assignments as assigned by the Economic and Tourism Development Manager and/or the Director of Planning and Development.

QUALIFICATIONS:

1. A degree in Planning or related discipline;
2. Eligibility for membership in the Ontario Professional Planning Institute and the Canadian Institute of Planners
3. 2-4 years related experience in the municipal planning field
4. Proficiency in ArcGIS, Microsoft Word, Access and Excel
5. Excellent oral and written communication skills, organizational skills, judgment and accuracy
6. A good understanding of the Planning Act and other related Provincial and Federal legislation
7. Must have a valid driver's license and reliable transportation for travel.

WAGE RANGE: \$70,403 - \$82,345 per annum, with excellent fringe benefits

Applications containing full details of education, training and experience will be received in the Human Resources Department until **4:00pm on Friday July 20, 2018**. Please quote "Planner – 194 – Your Name" within the subject line of your email.

Apply to: careers@hastingscounty.com

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.