

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

PLANNER

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| JOB ID: C24-21 | LOCATION: Remote 30 Centre Street, Orangeville, ON |
| JOB TYPE: Permanent Full Time (Non Union) | DEADLINE TO APPLY: March 19, 2021 at 4:30 p.m. |

Reporting to the Director of Development and Tourism, the Planner provides administrative support for departmental projects and operations, and is the key point of contact on all planning matters. This role acts as a liaison between other County departments and agencies, and ensures that data and information is updated and distributed in a timely and effective manner.

What you'll do

- Serve as the key point of contact on all planning matters and ensure that data and information is updated and distributed in a timely and effective manner
- Distribute planning applications to staff in the County as well as the County's planning consultant to request comments
- Maintain frequent contact and communication with various stakeholders to facilitate planning processes and projects
- Review all planning applications with regard to the purpose of the proposed development and confirming the site location using GIS portal
- Verify proposed developments are in compliance with applicable planning legislation by referencing the County's Official Plan, local official plans, Provincial Plans, and the Provincial Policy Statement
- Occasionally attend pre-consultation meetings and prepare minutes in absence of the Director of Development and Tourism and the County's Planning Consultant
- Provide administrative support to the Director of Development and Tourism as well as the County's Planning Consultant by scheduling meetings, preparing agendas, and taking minutes as requested
- Coordinate, administer, and champion the County's public engagement platform "Join In Dufferin" (JID)
- Perform other related tasks as assigned

What you'll bring

- A 4-year undergraduate degree in urban and regional planning
- One (1) year of experience working in a municipal, public, or private planning office
- Familiarity with Geographic Information Systems (GIS) in a planning environment
- Knowledge of provincial legislation regarding Planning and the Land Use Planning framework
- High proficiency using Microsoft Office programs
- Excellent judgement and decision-making regarding the sharing of information
- Strong interpersonal and communication skills; able to liaise with internal and external stakeholders
- Demonstrated ability to work independently and collaboratively
- Valid Class G driver's license and access to reliable transportation required

What we can offer YOU!

- A competitive hourly wage ranging between \$35.28 - \$41.27
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program

DISCOVER YOUR CAREER WITH US





- A supportive and collaborative work environment

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all.

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

