



## Employment Opportunity

The Building/Bylaw/Planning Department is looking for a

### Planning Technician

The Township of Minden Hills is a fast growing and culturally active community of 6,600 permanent residents, with a seasonal population of roughly triple this size. The Township serves as the gateway to the Haliburton Highlands which is known for its lakes and rivers, forest fall colours, extensive outdoor recreation opportunities, and its arts community.

To support this growth, the Township is seeking a qualified individual to join our Building/Bylaw/Planning Department as a Planning Technician. Reporting to the Planner, this position is responsible for aiding and assisting the Planning Department in: responding to requests for Planning information; reviewing building plans for compliance with the Township's Zoning By-law; responding to general inquiries and requests for planning information; interpretation and analysis of planning documents and policies; assists in the preparation of background research and reports; preparing GIS mapping; and, providing general operational support to the functioning of the Building By-laws and Planning Department.

This is full time, union position. Hours are based on a 35 hour work week, being Monday to Friday, 8:30 AM to 4:30 PM. Rate of pay is \$24.18/hour, and is currently under review. Earnings will be subject to union dues.

This is an open call for applications until the position is filled.

Please be advised, however, that commencing Tuesday, October 13, 2020 the Township will begin the process of reviewing submissions from qualified applicants for a potential first round of interviews.

#### **Minimum Qualifications:**

- ) College diploma or university degree in Planning or a related discipline (e.g., Urban Geography, Environmental Science, GIS, etc.) is required.
- ) Minimum of two (2) years' experience in a related position is required, and within a similar setting is preferred.
- ) Working knowledge of the Planning Act and associated Regulations, Provincial Policy Statement, and other related legislation and guidelines is required.
- ) Proficiency with Microsoft Office (MS Word, Excel, PowerPoint), is required.
- ) Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands.
- ) Excellent communication, interpersonal and customer service skills are required.
- ) Excellent organizational, analytical, investigative, problem-solving, and report writing skills are required.

#### **Preferred Qualifications:**

- ) Candidate or full membership in the Canadian Institute of Planners (CIP)/Ontario Professional Planners Institute (OPPI)/Canadian Association of Certified Planning Technicians (CACPT).
- ) Knowledge of all legislation, regulations and processes pertinent to accounts receivable and accounts payable.

Prior to the final selection for this position, the applicant shall be required to provide, at their own expense, a Criminal Record and Judicial Matters Check from the Ontario Provincial Police or appropriate Police Force.

Applicants are encouraged to read the Position Description for all requirements and accountabilities, obtained by calling 705-286-1260 ext. 513 or emailing [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca). Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

#### **Planning Technician Employment Opportunity**

Township of Minden Hills  
7 Milne St, PO Box 359  
Minden, ON K0M 2K0

Attention: Shannon Prentice, Deputy Clerk

Email to: [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions. We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.