

Department: Development and Legislative Services

Division: Planning Division

Reports to: Chief Planner and Senior Planner

Position Objective/Summary

Under the direction of the Chief Planner and Senior Planner, the planning student assists staff with development applications and the preparation of reports on City land use matters. The planning student, with senior staff support, will provide front-line customer services for general planning inquiries. The planning student works a 35-hour work week from approximately May 1, 2023, to Labour Day 2023.

Duties & Responsibilities

- Assisting Planning staff with day-to-day development applications.
- Responding to telephone, email and counter inquiries on planning matters.
- Researching and updating information and data.
- Preparing reports, notices, and by-laws under staff supervision.
- Process and prepare various agendas, minutes, notes etc.
- File management.
- Provide administrative support to planning staff.
- Other related duties as assigned.

Qualifications, Skills, Knowledge, Certifications or Designations

- Strong customer service, communication, problem-solving, research/analysis and computer skills.
- Familiarity with Provincial land use legislation, site planning, official plans and zoning by-laws is desirable.
- Team-oriented, positive attitude.
- Ability to balance tasks, often under pressure.
- Ability to work under little supervision.
- Student member in the Ontario Professional Planners Institute (OPPI) and Canadian Institute of Planners (CIP) would be considered an asset.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, PowerPoint.

Requirements

- Be a full-time student enrolled in an OPPI/CIP accredited university urban planning program, or similar study (proof upon request).
- Have a valid Class G or G2 Ontario Driver's Licence (proof upon request).
- Be available for full-time work from approximately May 1, 2023, until Labour Day 2023.
- Be available to work flexible hours if required - days, afternoons, weekends, statutory holidays and special events.

Environment

Works predominantly in an office environment, involving mental and visual concentration with frequent interruptions. Some overtime may be required. May be requested to complete site visits and/or inspections where required.

Reviewed by department and approved by:

Scott Luey – Chief Administrative Officer

Date