

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Student Planner**.

**Summary:** Responsible for assisting with a full range of planning functions related to the jurisdiction and responsibilities of the municipal Planning Department including assisting with researching and preparation of reports and providing general operational support to the functioning of the Planning Department, including computer applications.

**Qualification/Experience:**

1. Formal academic training in planning or related studies at a University/Community College.
2. Demonstrated research skills to undertake short term research projects and support the completion of information and assist in the preparation of reports and correspondence.
3. Strong organizational skills with an attention to detail, work with a high degree of accuracy and to complete work within defined timelines.
4. Strong verbal and written communication skills to write detailed reports and speak/present information to other departments, residents, and clients regarding Planning matters.
5. Must be customer service oriented and use tact and diplomacy to deal courteously and effectively with the public.
6. GIS experience would be considered an asset.
7. Strong MS Office computer skills including Word, Excel, and PowerPoint.
8. Possess and maintain a valid Ontario Class "G" driver's licence and the use of a vehicle for business purposes is preferred.

The 2023 salary range is \$15.81 - \$19.46 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format by 1:00 p.m., Wednesday, March 29<sup>th</sup>, 2023, quoting "Student Planner" Attention Human Resources by email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



## TOWN OF CARLETON PLACE JOB DESCRIPTION

|                        |                                  |
|------------------------|----------------------------------|
| <b>DEPARTMENT:</b>     | Development Services Department  |
| <b>DIVISION:</b>       | Planning                         |
| <b>JOB TITLE:</b>      | Student Planner                  |
| <b>EMPLOYEE GROUP:</b> | Non-Union                        |
| <b>PAY GRID:</b>       | 2                                |
| <b>SUPERVISOR:</b>     | Director of Development Services |
| <b>REVISION DATE:</b>  | March 11, 2021                   |

### **POSITION SUMMARY:**

Responsible for assisting with a full range of planning functions related to the jurisdiction and responsibilities of the Planning area of the Development Services Department including assisting with researching and preparing reports, and providing general operational support, including computer applications.

### **DUTIES AND RESPONSIBILITIES:**

1. Analyses, researches and reviews planning information and statistics, writes detailed reports and presents information;
2. Researches and prepares land use inventories;
3. Conducts site inspections on planning-related matters;
4. Performs mapping duties for reports and presentations;
5. Responds to general inquiries on routine Planning matters from the public and other departments;
6. Circulates planning applications in accordance with the requirements of the Planning Act.
7. Assists Planning Staff with processing of solicitor requests for land transactions.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Director of Development Services.

### **POSITION REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS:**

Formal academic training in planning or related studies at a University/Community College.

**EXPERIENCE:**

1. Related planning experience would be considered an asset.
2. GIS experience would be considered an asset.

**SKILLS AND ABILITIES:**

1. Strong computer skills including MS Word, Excel and PowerPoint, Outlook.
2. Ability to work independently or as part of a team.
3. Demonstrated research skills to undertake short term research projects, support the completion of information and assist in the preparation of reports and correspondence.
4. Strong organizational skills with an attention to detail; work with a high degree of accuracy to complete work within defined timelines.
5. Strong verbal and written communication skills to write detailed reports and speak/present information to other departments, residents and clients regarding Planning matters.
6. Must be customer service oriented and use tact and diplomacy to deal courteously and effectively with the public.
7. Possess and maintain a valid Ontario Class "G" driver's licence and the use of a vehicle for business purposes is preferred.

**WORKING CONDITIONS:**

This position is scheduled to work regular full-time hours in an office environment. However, on occasion, some additional work outside of regular office hours may be required to complete special requests or projects.

**PHYSICAL DEMANDS:**

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; light lifting of office materials; moderate visual demands involve reading; exposure to background noise.

**ENVIRONMENTAL DEMANDS:**

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public.

**SENSORY DEMANDS:**

The position requires the frequent use of a computer, photocopiers, printers and other like office equipment.

**MENTAL DEMANDS:**

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

|                 |   |
|-----------------|---|
| <b>INTERNAL</b> | CAO, Department Heads, Support Staff, Members of Council.   |
| <b>EXTERNAL</b> | Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives) |