



## Planner

### Temporary, Full Time (Up to 18 months)

**Job Posting: 33-2020**

**Posted: August 18, 2020**

<b>Duties</b>	<ul style="list-style-type: none"><li>• Reporting to the Manager of Planning, the Planner reviews and evaluates development applications.</li><li>• Processes, evaluates and formulates recommendations on a wide range of development applications.</li><li>• Provides advice to the public, developers, lawyers and other interested parties.</li><li>• Coordinates site plan approval functions.</li><li>• Undertakes research on special projects and develop policy.</li><li>• Coordinates community improvement programs.</li><li>• Acts as Secretary Treasurer of the Committee of Adjustment.</li><li>• Undertakes statistical, financial, demographic, and land needs analysis.</li><li>• Provides expert testimony at the Ontario Municipal Board.</li><li>• Drafts and delivers reports and documents for review by Council, including the preparation of visual aids, plans, maps and other materials for meetings. Drafts by-laws.</li><li>• Refers special and/or unusual situations to the Manager for direction.</li><li>• Assists in maintaining a safe work environment.</li><li>• Performs other related duties as assigned.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Undergraduate Degree (4 years) in Planning or equivalent education.</li><li>• Minimum 2-3 years related professional experience.</li><li>• Valid Driver's License (Class G)</li><li>• Designation as Registered Professional Planner.</li><li>• Must possess or be eligible for membership in the Ontario Professional Planners Institute.</li></ul>
<b>Department/Division</b>	<b>Infrastructure &amp; Development Services/Development Services</b>
<b>Reporting to</b>	Manager of Planning
<b>Annual Rate</b>	\$72,105 - \$76,707.
<b>Closing Date/Time</b>	<b>Friday September 18, 2020 @ 4:30 pm</b>

#### To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.