



PLANNING SUMMER STUDENT PLANNING AND ECONOMIC DEVELOPMENT

POSITION SUMMARY

The County of Frontenac Planning Department provides professional land use planning advice to Council, staff, member municipalities and the public. In addition to acting as the upper-tier approval authority for Official Plans and Plans of Subdivision and Condominium, the County also provides planning services for three lower-tier Townships. The Planning and Economic Development Department works collaboratively in the implementation of regional planning initiatives with a focus on rural sustainability.

The Planning Summer Student will assist the planning team in a variety of planning functions including the preparation of land use analysis for planning studies and policy development in planning application processing. The Planning Summer Student will gain experience and knowledge by responding to general inquiries, attending pre-consultations, site visits and Committee meetings as well as establishing and maintaining planning applications, standard forms, and guidance documents and will assist with consultation projects.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Community Planning.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Build Partnerships; Develop Networks; and Drive for Results

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Ability to respond to planning inquiries including those related to planning application submissions and requirements, zoning, and official plan policy through consultation with staff
- Ability to conduct research and analysis for planning projects and initiatives including land use studies and policy development
- Ability to create and lead engagement exercises with the public and stakeholders
- Ability to support development application review including attending site visits, pre-application meeting preparation and attendance, Council attendance and report preparation

- Ability to identify and implement process improvements at the local and regional level, supporting ongoing improvements
- Ability to undertake special projects, as assigned by the Manager or their designate

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- An individual currently enrolled in or a recent graduate of a university or college degree/diploma, in Planning/Geography

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of the planning application review process and planning policy review
- Understanding of local government, rural affairs, and provincial legislation affecting planning
- Demonstrated ability to effectively communicate, both verbal and written, with the ability to work independently and collaboratively
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships
- Demonstrated respect for individual differences and competencies
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Demonstrated commitment to client-centered service
- Ability to problem solve using factual information


- Basic computer proficiency including thorough knowledge of Microsoft Office Suite of products including (Word, Excel, PowerPoint, Outlook) and the ability to use other software applications
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Must hold a valid Class "G" driver's license
- Satisfactory Criminal Record and Judicial Matters Check (valid within 6 months of start date)
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Potential exposure to conflict
- Varied hours of work to meet the operational demands of the position
- Periods of time sitting in meetings, viewing a computer monitor and keyboarding
- Intermediate level of concentration is required to analyse and interpret data and information and prepare reports
- Multi-tasking environment and necessity to meet deadlines on a regular basis
- Frequent travel within the region

COMPENSATION:

- Minimum wage as outlined in the Employment Standards Act, 2000, S.O. 2000, c.41

Manager Signature:	 Joe Gallivan, Director of Planning and Economic Development
Date:	January 31, 2019

