



## Planning and Development Technician

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Planning and Development Technician. This position is an in-office position.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

### Qualifications:

A recognized College Diploma or University Degree in Planning, Geography, or related discipline with a minimum of 3 years of related experience in technical Planning review and minor application processing, as well as Committee of Adjustment administration. Candidates with an equivalent combination of education and experience may be considered. The successful candidate will possess competent knowledge of Municipal Government, Planning Act, Official Plan and Zoning By-Law, with excellent analytical, customer service, strong organizational and communication skills. Proficiency in computer skills is required with experience using Microsoft 365, in addition, working knowledge and experience in GIS and City View is an asset.

### Responsibilities:

Reporting to the Manager of Planning, the Planning and Development Technician is the primary contact for the Planning and Building Department, responding to general inquiries (at the front counter, by phone or email) from the public on matters pertaining to zoning, general application inquiries, and Planning Act Application review processes. The Technician also acts as Secretary to the Committee of Adjustment and is responsible for the administration of the Committee. Additional requirements include providing general support to the Planning and Building Department including preparing letters, database management, drafting planning notices, circulating applications, researching, Planning records management, preparing team meeting agendas, minutes, and maintaining planning policy documents and development maps.

### Salary:

Salary range offered for this position is \$64,183 to \$78,806 per year plus a competitive benefits package.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.*

Interested candidates are invited to forward their resume and covering letter quoting **job # 2024-043** to Human Resources by **October 31, 2024** to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.*

*Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*