

Planner II

Development Services, City of Kawartha Lakes

The Development Services Department - Planning Division is looking for **permanent, full time Planners** to join our dynamic team. Under the direction of the Manager of Planning, Development roles may include reviewing development inquiries and processing a variety of Planning Act Applications, while Policy roles may include reviewing tree preservation, on-farm diversified uses, affordable housing, agricultural and natural heritage systems, and developing long-term planning and development policies as part of the City's growth management strategy and municipal comprehensive review. These positions are located in **Lindsay, Ontario**, with opportunity for a **hybrid working arrangement**.

Why work for the City of Kawartha Lakes? We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: flexible work hours, remote and hybrid working arrangements, work-life balance, pension plan, benefits package, employee assistance program, and other programs that foster innovation, leadership, and career advancement.

The City of Kawartha Lakes is located on the Trent Severn Waterway in central Ontario, and offers a unique mix of urban, rural and waterfront living to its growing population of 80,500. The City is a progressive, forward-thinking community with a positive business environment and a thriving artistic community. Recognized as a prime tourist area for its year-round leisure opportunities, Kawartha Lakes is rich in culture and heritage, a strong agricultural community, and abundant in all the amenities being sought by residents and visitors alike.

Requirements and Qualifications

- Post-secondary degree in Urban, Rural or Regional Planning or a related field
- Minimum 3 years of diversified progressive experience as a professional planner, preferably in a municipal environment
- Minimum 2 years' experience in municipal or regional planning, including working directly with the public or an equivalent combination of training and experience
- Eligible for provisional and willing to achieve full membership in OPPI and CIP
- Thorough knowledge of the Planning Act and regulations, planning principles, statutory requirements, by-laws, provincial policies and plans and other regulations applicable to municipal planning, including familiarity with current literature and trends, express knowledge/experience with the Aggregate Resources and Heritage Acts preferred
- Excellent communication skills, both oral and written, which include preparation of technical and administrative reports, and extensive experience of addressing public forums
- Excellent negotiating skills to facilitate or participate in negotiations and conflict resolution such as OMB mediation and development agreements

- Excellent knowledge of the principles of administrative management and techniques required in the management, supervision, and administration of planning programs, technical staff, and consultants
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Excellent time-management skills with the ability to prioritize workload and meet deadlines, and the ability to deal with multiple demands
- Ability to work independently and in a team environment
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Upon a conditional offer of employment, a Criminal Record Check will be required

Interested applicants are encouraged review the full job postings for **Planner II** on our website and to apply on or before January 22, 2023 through the Careers page on the City of Kawartha Lakes website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=1791>

We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.