

## **Planning Officers – Large Developments and Urban Design**

### **Development Services, City of Kawartha Lakes**

The Development Services Department - Planning Division is hiring permanent, full time **Planning Officers** to join our dynamic team. Under the direction of the Manager of Planning, these roles are a key resource in the portfolio related to large developments which can include processing major development applications, stakeholder interaction, recommending urban design policy, developing site plan guidelines and processes, representation on various committees, and guidance of other team members. 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 and Regional Planning or a related field, with an additional specialized course of study
- Minimum 4-5 years of related progressive experience, preferably in a municipal environment
- Registered Professional Planner (RPP) designation and member of the Canadian Institute of Planners and the Ontario Professional Planners Institute
- Working knowledge of planning and urban design principles, statutory requirements, by-laws, provincial policies and regulations applicable to municipal planning; familiarity with current literature and trends
- Excellent communicative skills, both oral and written, which include preparation of technical and administrative reports, and extensive experience of addressing public forums
- Interpersonal and negotiating skills to facilitate negotiations and conflict resolution such as OLT mediation and development agreements
- Demonstrated customer service skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the organization
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management



- 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 to review the full job postings for **Planning Officer – Large Developments and Urban Design** and **Planning Officer – Large Developments** 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/jobSearch?act=redirectCwsV2&cws=37&org=CITYOFKA>

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.