



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY – REPOST
ENGINEERING DEVELOPMENT & WORKS
PLANNING COORDINATOR
FILE #: 2018-46

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Planning Coordinator**. Reporting to the Manager of Planning and/or designate, the Planning Coordinator leads and mentors Planner I employees to support their professional development and achievement of their RPP designation as required by the Canadian Institute of Planners. In addition, the Planning Coordinator facilitates creation, maintenance and review of planning policies, guidelines, by-law provisions and staff reports in accordance with sound planning principles and practices, and provide professional land use planning advice and opinion to Council and the public on all types of planning, development and building permit applications.

The ideal candidate will possess the following:

- Post-secondary education in Urban Planning, Environmental Studies or related discipline
- Minimum 5 years of demonstrated planning, administrative and supervisory experience; municipal experience preferred and experience testifying before the Local Planning Appeals Tribunal.
- Membership in the Canadian Institute of Planners (CIP) with designation as a Registered Professional Planner (RPP).
- Thorough knowledge of the *Ontario Planning Act* as well as other related legislation and regulations with the ability to interpret planning related documents.
- Comprehensive understanding of special planning policy matters such as official plans, zoning bylaws, affordable housing, heritage districts, heritage designation process and prime agriculture designations.
- Demonstrated leadership and coaching skills with the ability to work in a consultative manner with elected officials, senior management, planning staff, support staff and external stakeholders.
- Working knowledge of economic development principles, tourism based economies, Agricultural and rural based economies or small business retention and expansion models would be an asset.
- Demonstrated task management with proven ability to multitask and proactively manage competing priorities, with organizational skills necessary to excel in a high pressure, fast paced environment with tight deadlines.
- Ability to lead successful negotiations and meetings, and problem solve in a complex regulatory environment with many competing interests
- Strong communication and presentation skills with the ability to prepare professional and technical reports with a high level accuracy and careful attention to detail
- Excellent interpersonal and customer service skills with the ability to establish and maintain effective working relationships with ratepayers, business owners, developers, government agencies and other stakeholders
- Proficient in Microsoft Office applications, file management, digital communication tools and devices and other related applications
- Valid “G” driver’s license

The current annual salary range for this permanent full-time position is \$72,178 to \$87,701 as per Band 5 of the Non-Union By-Law. Compensation also includes a comprehensive benefit package and membership in OMERS. Please forward your cover letter and resume prior to **4:00 pm on October 12, 2018** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.