



Position: Planning Assistant
Department: Planning and Development
Reports to: Manager of Planning

Position Summary:

The Planning Assistant is required to provide effective and efficient administrative and customer service and is required to perform various administrative duties as assigned.

By effectively building positive rapport and relationships both internally and externally, the Planning Assistant will help us achieve our mission that together we deliver services that make a difference in our community.

Duties and Key Responsibilities:

Reporting to, and under the direction of, the Manager of Planning, the Summer Student may be responsible for some or all of the following:

- Undertake background research and analysis, as well as liaise with planning consultants, on special planning policy matters such as the current Trent Hills Official Plan review project, the Comprehensive Zoning Bylaw, affordable housing, short term accommodations, etc.;
- Review recent changes to Land Use Planning and other related legislation and policy at Provincial, Regional, and Area Municipal levels;
- Prepare communications, memos, minutes, etc.;
- Attend Council and Committee of Council meetings when required;
- Data analysis; and
- Other duties as assigned.

Qualifications:

- Full-time enrollment in urban and regional planning, heritage planning or a related field of student;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Relevant experience in planning and/or research;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook); and
- Demonstrated public relations skills.

Acknowledgement

Employee Signature:

Date:



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the summer student position of **Planning Assistant**.

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- Data analysis; and
- Other duties as assigned.

Who You Are

Our Planning team is looking for a self-motivated, solutions-oriented team member. You convey your thoughts clearly and concisely. You listen attentively and ask questions for clarification and understanding. Using sound judgment, you demonstrate tact, diplomacy and sound discretion.

You're always happy to learn new things and to help build a working environment that encourages and cultivates new ideas. You foster a collaborative team environment among co-workers, and work well both independently and as part of a team.

Please visit www.trenthills.ca for the complete job description. The pay rate for this student position is \$18.00/hour.

Resumes will be received until **2:00 p.m. on Wednesday, February 1, 2023**. Please submit covering letter and resume to:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030, 66 Front Street S
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email kari.petherick@trenthills.ca if you require an accommodation to ensure your participation in the recruitment and selection process.