

The Corporation of the Town of Lakeshore

Job Description

Position: Planning Student

Salary: \$14.47/hr (2017 rate)

Work Term: May 1, 2017 - August 27, 2017

Reports to: Planner

Purpose of Position:

Reporting to the Planner or designated supervisor, this position will provide assistance to the Planning Department at the Town of Lakeshore. The Planning Student will be exposed to all aspects of planning, including assistance with land use planning applications and long range planning projects.

Qualifications:

- Student at least 16 years of age as of May 1, 2017 (Due to early start date this position is open only to College or University students who are returning full time to a recognized college or university program in September)
- Resident of Lakeshore
- Well-developed oral and written communication skills
- Strong organizational, interpersonal and time management skills

Knowledge:

- Planning principles and practices
- Land use law administration
- Resource inventory techniques
- Customer Service and citizen participation techniques
- Map Viewer
- Microsoft Office (including Word, Excel, PowerPoint and Access)

Physical Skill and Effort

- No special physical skills required.

Major Responsibilities:

- Update and organize current and archived planning files, including the transfer or existing paper documents to an electronic database using scanning and laser fiche software as required.
- Work with administration to track development applications by researching files and/or contacting appropriate individuals/commenting agencies.
- Field inspection and documentation of existing land uses and other inventories.
- Assist in preparing reports/public participation/hearing materials.

- Other related duties or tasks as assigned.

Decision Making and Judgement:

- Work is performed under the general direction of the Planner with access to municipal policies, procedures, bylaws and regulations.

Human Resources:

This position is not responsible to supervise any staff.

Financial Management:

This position does not have any financial responsibilities.

Interpersonal Skills:

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

Internal:

- With Planner to ensure work responsibilities are met.
- With other staff to ensure provision of timely information and services.

External

- Answer questions from the public, provide information and provide customer service.

Working Conditions:

Environment

- Primarily works indoors in an office environment.

Control over Work Schedule

- Monday through Friday, 8:30 am to 4:30 pm (35 hrs/wk)

Revision Log

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	