



**External Posting**  
**Planner**  
**Permanent Full-time**

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**Posting Date:** Friday, November 30, 2018

**Closing Date:** Friday, December 14, 2018 @ 12:00 NOON

**Wage:** \$ 39.10 - \$ 42.20 per hour

**Classification:** CUPE Inside Class 9

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An opportunity has come available in the Community and Planning Services department for a **permanent full-time Planner**. The successful incumbent to this job will be skilled at working independently, but will also be nimble enough to work effectively in a team process, on either, or both, policy and development work. The Planner is responsible for performing the statutory, delegated and assigned planning, environmental, and economic development functions and services. This job will work a 35-hour work week, Monday to Friday but flexibility to work some non-traditional hours to meet business needs is required.

Responsibilities of the Planner will include, but not be limited to:

- Perform the statutory, assigned, delegated and transferred development functions for the corporation, including the provision of evidence before quasi-judicial or judicial tribunals;
- Undertake corporate policy functions including research, environmental projects and planning policy review, analysis and preparation;
- Undertake planning, environmental, economic development or corporate projects, which may be undertaken with partners such as Area Municipalities, the Province, non-government organizations or community groups;
- Provide dual (field office) or direct planning services to Area Municipalities, as assigned;
- Provide advice to Committees, Councils, management, other groups or the public with respect to planning or environmental legislation, policy or implementation instruments;
- Participate in inter-municipal or corporate teams or work groups, as assigned and represent Muskoka in a variety of settings;
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- An accredited Honours degree in Urban and Regional Planning, Environmental Studies, Geography or a related field with emphasis on urban, rural or environmental studies or resource management.
- Four to five years of planning experience.
- A solid understanding of and technical expertise with respect to legislation, policy and implementation instruments.
- Technological proficiency and a valid Ontario driver's license.

We would expect that your strengths will include ingenuity, creativity and strong communication, interpersonal, analytical, and organizational skills. A proven ability to take initiative and make independent evaluations or recommendations to achieve performance objectives are also key success factors for this job.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions on our Website before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.