

**City of Thorold
Planning Student (contract)**

Department.....	Planning and Development	Pay Level.....	\$16.45/hour
Hours of Work.....	35	Location.....	City Hall

Job Summary

Under the direction of the Planning Manager and Senior Planner, the planning student assists staff with development applications and the preparation of reports on City land use matters. The planning student, with senior staff support, will provide front-line customer service for general planning inquiries. The planning student works a 35 hour work week from May 13 until August 31, 2019.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> Enrolled in, or recently graduated (within the last 12 months) from an OPPI/CIP recognized university urban planning program.
Experience	<ul style="list-style-type: none"> Customer service, communication, problem-solving, research/analysis and computer skills. Familiarity with Provincial land use legislation, site planning, official plans and zoning by-laws is desirable. Use of various software
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> Team-oriented, positive attitude. Ability to balance various tasks, often under pressure. Ability to work under little supervision. Student member, OPPI/CIP. Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, and GIS. Good verbal and written communication skills required.

Duties & Responsibilities

- Assisting Planning staff with day-to-day development applications.
- Responding to telephone and counter inquiries on planning matters.
- Researching and updating information and data.
- Preparing reports and by-laws under staff supervision.
- Process and prepare various agendas, minutes, notices.

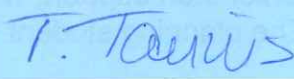

JOB DESCRIPTION

- File management.
- Provide administrative support to planning staff.
- Other related duties as assigned.

Working Conditions

Required to work under the general supervision of the Planning staff in an office environment, involving mental and visual concentration with frequent interruptions. Some overtime may be required. Good verbal and written communication skills required. Must be able to deal effectively with departmental staff and the general public.

Approvals

	Name	Signature	Date
Director, Planning & Development Services	Tamara Tannis		April 5, 2019
Chief Administrative Officer	Manoj Dilwaria		April 8, 2019

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties may only be considered as part of the job if they directly relate to the primary function contained herein.