



CITY OF THOROLD Planning Student

The City of Thorold is accepting applications for the position of Planning Student. This is a contract position reporting to the Manager of Planning Services.

Under the direction of the Manager of Planning Services 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 30, 2019.

The duties and responsibilities of the position include:

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

EDUCATION

- Enrolled in, or recently graduated (within the last 12 months) from an OPPI/CIP recognized university urban planning program

CONDITIONS OF EMPLOYMENT

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.

Interested candidates are invited to submit their detailed resume to the attention of the Manager of Planning Services at hr@thorold.com, no later than **Monday, April 22, 2019 at 4:30 p.m.**

Job Location: City Hall

Job Rate: \$16.45 per hour

Hours of Work: Monday to Friday, 8:30am – 4:30pm

Posting Date: April 8, 2019

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.