



**Full Time Planning Technician/Junior Planner
Posting #CS2025-005
\$68,452-\$81,723 annually**

MANDATE:

Under the supervision of the Planning Manager and Senior Planner, the Planning Technician /Junior Planner shall coordinate severance (consent) applications and assume the role of Secretary Treasurer to the Land Division Committee. Responsible for assisting the Planning Manager with land use planning functions of the County under the Planning Act and related legislation and regulations. Provide technical information, assistance and advice to the Land Division Committee, local municipal staff, members of the public, and planning consultants. This position focuses on the severance portfolio but may be called on to support the Planning Manager and Senior Planner with Planning Act related matters, as well as enhancing internal administrative processes and the public experience. Perform work in accordance with the provisions of Health and Safety legislation and corporate/departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Two-year post-secondary diploma in planning or related field Degree in planning, or related field, completion of AMCTO Municipal Administrative Program (M.A.P.) and Primer on Planning courses will be considered an asset. Minimum 3-5 years of related planning experience preferably in a municipal environment, unless a degree in planning is held. Must be proficient with computer software application, mapping, GISs, and other applications. Must be proficient understanding the Official plan Planning Act and Planning legislation. Analytical and critical thinking, effective problem-solving skills, presentation and facilitation skills Ability to deal diplomatically with inquiries/complaints from the public

This position is evaluated at Level 8 (\$32.91 - \$39.29) per hour on the 2025 OPSEU Salary Grid. 40 hours weekly. Start date: as soon as possible.

What we offer: Competitive compensation, alternate work arrangements, extended healthcare coverage, dental and vision care, disability insurance, life, dependent life insurance, Ontario Municipal Employers Retirement System (OMERS) pension plan, Employee Assistance Plan (EAP), wellness promotion account, training and development opportunities

Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number CS2025-005, no later than Tuesday, May 20, 2025**, addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: csjobs@lanarkcounty.ca** When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "CS2025-005". (example: Jane Doe CS2025-005)

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.** We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.