



FRONTENAC



The Corporation of the County of Frontenac is comprised of four departments: Fairmount Home, Corporate Services, Planning & Economic Development, and Emergency & Transportation Services, which includes Frontenac Paramedic Services, the Frontenac-Howe Islander Ferry, and Emergency Management. Geographically, Frontenac County encompasses four Townships – North, Central, South, and Frontenac Islands. Almost 4,000 square kilometres from the northern most tip to the Islands, Frontenac’s landscape and communities are richly diverse.

Job Posting:	Planning Summer Student – 16 weeks
Competition #: CS-19-003	Posting Period: February 11 – 24, 2019
Wage Rate: \$14.00 per hour	Employee Group: Planning & Economic Development
Position Summary:	
<p>The County of Frontenac Planning Department provides professional land use planning advice to Council, staff, member municipalities and the public. In addition to acting as the upper-tier approval authority for Official Plans and Plans of Subdivision and Condominium, the County also provides planning services for three lower-tier Townships. The Planning and Economic Development Department works collaboratively in the implementation of regional planning initiatives with a focus on rural sustainability.</p> <p>The Planning Summer Student will assist the planning team in a variety of planning functions including the preparation of land use analysis for planning studies and policy development to assisting with planning application processing. The Planning Summer Student will gain experience and knowledge by responding to general inquires, attending pre-consultations, site visits and Committee meetings as well as establishing and maintaining planning applications, standard forms, and guidance documents and will assist with consultation projects.</p>	
Education & Experience:	
<ul style="list-style-type: none"> • An individual currently enrolled in or completed a university or college degree/diploma, in Planning/Geography is preferred • As per the Youth Employment Strategy, this position now includes individuals between 15 - 30 years of age and, is no longer restricted to students 	
Knowledge, Skills & Abilities:	
<ul style="list-style-type: none"> • Working knowledge of the planning application review process and planning policy review • Understanding of local government, rural affairs, and provincial legislation affecting planning • Ability to respond to general inquiries related to planning application submissions and requirements • Demonstrated ability to assist with projects and initiatives within the Planning Department; including research on planning studies and policy development • Demonstrated ability to effectively communicate, both verbal and written, with the ability to work independently and collaboratively • Ability to adhere to confidentiality while exhibiting discretion and good judgement • Demonstrated ability to be a team player who is able to establish and maintain effective working relationships • Basic computer proficiency using Microsoft Office Suite of products including Word, Excel, Power Point and Outlook • Satisfactory Criminal Reference Check for external candidates, if hired, must be an original copy, current within the last six months 	
<p>Please submit your cover letter and resume in one document outlining your skills and qualifications as they relate to the position, quoting the competition # by email to: Candace Keller, Human Resources Generalist humanresources@frontenaccounty.ca</p>	

The County of Frontenac is an equal opportunity employer. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accessibility accommodations are available for all parts of the recruitment process and applicants must make their needs known in advance.

Launch Your Career #inFrontenac

