



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Planner II

**CLASSIFICATION:** Union, Full-Time

**DEPARTMENT:** Growth Management Services

**SALARY LEVEL:** \$75,293– \$83,665  
(Grade 9; 2024 Rate)

**LOCATION:** Municipal Centre, 2585 King Road, King City, ON

### **JOB PROFILE:**

#### **Function:**

Involved with the processing of development applications and administration of Official Plans, By-laws, and other municipal development policies. Acts as a point of contact for the public and all other interested parties.

#### **Reports to:**

- Manager of Planning & Development

#### **Supervision Responsibilities:**

- None.

#### **Duties and Responsibilities:**

- Analyzes and coordinates the review of development applications in the Township.
- Assists in the preparation of Zoning By-laws.
- Participates in the preparation and administration of Site Plan Development agreements.
- Assists in the preparation and administration of Official Plan, Zoning By-law, and other municipal development policies.
- Provides interpretation of Zoning By-law and Official Plan policies/provisions to the public, development community and other Municipal departments.
- Assists in the preparation of policy and procedural documents.
- Responds to routine public inquiries.
- Prepares planning reports and recommendations to Planning Committee and Council.
- Liaises with development sector and general public regarding development applications.

- Liaises with government agencies regarding all development proposals.
- Prepares for and attends Ontario Land Tribunal hearings to defend the position of the Township.
- Attends Committee of Adjustment meetings, Planning Committee and Council meetings as required.
- Undertakes research and analysis.
- May be responsible for the administration, co-ordination and facilitation of a Council established advisory Committee.
- Assists in the preparation of policy documents on behalf of the Township.
- Prepares GIS mapping and basic data management.
- May serve as the Township designate on external agency Committee(s).
- Other duties as may be assigned.

**Education/Experience:**

- University degree in Planning or a related field and membership or eligibility for full or provisional membership in the Canadian Institute of Planners.
- Three (3) to five (5) years of Planning experience in a Municipal Planning department.
- Working knowledge of the municipal planning process, the *Planning Act*, ORMC and Greenbelt Plans and relevant Provincial policies.
- A basic understanding of technical terminology (i.e. legal, engineering) and GIS applications.
- Must be able to deal effectively with the elected officials, all levels of staff, external agencies, the development community, and the public, along with the ability to respect confidentiality.

**Conditions of Employment:**

- Work involves mental and visual concentration with frequent interruptions.
- Excellent verbal and written communication skills required, along with good organizational, analytical, and project management skills.
- Some evening work may be required.
- Access to a vehicle may be required from time to time.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_