

# TOWNSHIP OF SOUTHGATE

## JOB DESCRIPTION

Date of Update: <b>March 2025</b>	<b>Planning Assistant</b>
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### SECTION A: POSITION DESCRIPTION

#### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Planning Assistant	Supervisor's Job Title: Director of Development Services
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: No  Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Administration
Employment Status: Contract	Pay Band: 12

#### 2) Scope of Position (A maximum of three sentences.)

Reporting to the Director of Development Services, the Planning Assistant assists with the day-to-day operations of the Planning department; responsible for providing administrative, clerical support, customer service, as well as preparing planning notices, researching and compiling background information, arranging meetings and appointments, maintaining office administration and records management processes and procedures, responding to and/or redirecting inquiries/communications and completing special projects.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
<b>Planning Support</b>	<ul style="list-style-type: none"> <li>• Provide front line support via phone, email and in person for planning inquiries and provide information or redirect as required;</li> <li>• Serve as a liaison and respond to inquiries from developers, investors, the public, municipal departments, local municipalities, the County, etc. regarding a broad range of planning and land use related matters such as general regulations related to development within the municipality, active files and development activities and information on policy, applications, processes and planning matters.</li> <li>• Accepts and reviews Planning Act applications, ensuring that files are opened, processed and catalogued expeditiously.</li> <li>• Provide administrative and clerical support to the planning department including researching and compiling background information, arranging meetings and appointments.</li> <li>• Assist with managing and updating the Township's Comprehensive Zoning By-law.</li> <li>• Manage and prepare all Public Planning and Committee of adjustment agendas and minutes and complete all follow up with respect to Public Planning and Committee of Adjustment meetings as required.</li> <li>• Assist Planner with the preparation of Zoning Bylaw Amendments and Official Plan Amendments for approval by Council/ and Official Plan package submissions to the County of Grey.</li> <li>• Manage Township website and social media for the Planning, Building, By-law, and Economic Development Departments.</li> <li>• Process Planning Department related financial invoices</li> <li>• Act as a Commissioner of Oaths for Planning Applications and other requests as required.</li> <li>• Maintain confidential information, including personal information and resources.</li> <li>• Responsible for records management of all planning department records and correspondence.</li> <li>• Prepares, circulates and files circulation notices to the public, internal departments and external agencies.</li> <li>• Receives and files all comment requests and submissions related to Planning Act circulations.</li> <li>• Assist in the development of reports, including the research and gathering of relevant information for the planning department.</li> <li>• Coordinate information and background material to assist in dealing with correspondence, or inquiries, requiring attention and for use at meetings;</li> <li>• Review and prepare zoning compliance letters;</li> <li>• Manage Township website and social media for the Planning department.</li> </ul>	95%

Key Responsibilities	Tasks	Percent of Time
Other	<ul style="list-style-type: none"> <li>Provide general telephone reception for the main administration office in a backup capacity.</li> </ul>	5%

## SECTION B: SKILLS

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	- Diploma
<b>License or Professional Designation</b> - New Professional Membership through AMCTO an asset Primer on Planning through AMCTO an asset	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Discuss: Attends seminars/courses pertaining to job as required.	

### 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Records & Information Management	1 Month
Access & Privacy	1 Month
Open Data/Open Government	1 Month
Planning Act	1 Month

### 3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> <li>Knowledge of general office procedures, including preparing documents and record and information management systems</li> <li>Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability</li> <li>Excellent analytical skills showing good judgement, sound problem solving and conflict resolution</li> </ul>	Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education

<p>abilities</p> <ul style="list-style-type: none"> <li>• Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software</li> <li>• Demonstrated organizational skills to meet strict and time sensitive deadlines</li> <li>• Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature</li> <li>• Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy</li> <li>• Land use planning experience an asset.</li> </ul>	
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**4) Other Key Skills**

<ul style="list-style-type: none"> <li>• Successful completion [or enrollment] of the AMCTO Municipal Administration Program or Primer on Planning is considered an asset.</li> <li>• Knowledge of Municipal Government administration and structure is considered an asset.</li> <li>• Demonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisions.</li> </ul>
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**5) Key Relationships (Contacts)**

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO	Daily Daily Daily Occasionally Daily Occasionally Occasionally	Support management staff	In person, via phone or e-mail

<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Ratepayers	Occasionally		
Children/Students	Daily		
Seniors	Occasionally		
Supplier	Occasionally		
General Public (Not residence)	Occasionally		
Business representatives	Occasionally		
Consultants, Engineers, Planners, Auditors	Occasionally Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Occasionally		
Council (your own)	Occasionally		
Council (other municipalities)	Occasionally		
Media	Occasionally		
Ratepayers Groups	Seldom		
Other: Specify Below			

**Interpersonal skills:**  
 Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

**6) Decision Making**

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

**7) Problem Solving Responsibilities**

Analyze, evaluate and determine a solution for policies in place.

**8) Equipment & Technology Utilized**

Computer, fax machine, postage meter, photocopier.

**SECTION C: RESPONSIBILITY**

**1) Program Delivery**

Supports the delivery of Administration programs.  
 Provides research to the planning department for reporting.

## 2) Impact and Accountabilities

Responsible to the Director of Development Services

## 3) Supervision

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<b>Provides training/instruction to others – Job Titles</b>	<b>Number of Staff</b>
N/A	

## 4) Material and Information Resources

Maintain accurate information, data and records.  
Has access to private customer information.

## 5) Financial Resources

This position has access to confidential financial information.

# SECTION D: WORKING CONDITIONS

## 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

<b>Condition</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

**2) Health & Safety Hazards**

May encounters with irate customers when providing front counter backup.  
Otherwise, minimal hazards, office environment.

**Health and Safety Responsibilities**

Responsible for performing duties in a Health and Safety conscious manner.

**3) Travel**

N/A

**4) Driving**

Occasional driving to offsite meetings.

**5) Mental Environment**

Works alone with regular interruptions.  
Dealing with unhappy people and deadlines contribute to stress.

**SECTION E: EFFORT**

**1) Mental Effort**

Concentration due to paying attention to detail and completing research at all times  
Answering inquiries from public requires you to think on your feet.  
Facing multiple deadlines.

**2) Physical Effort**

Minimal physical effort required.  
Constant sitting.  
Keyboarding.

**SECTION F: ADDITIONAL INFORMATION**

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_