



Career Opportunity

Planning (Land Use) Coordinator

The beautiful and picturesque Township of Cramahe is home to 6,000 residents and is located 1.5 hours from Toronto and 30min. from Belleville. Nestled on the north shore of Lake Ontario, residents and visitors alike enjoy the quaint and charming Village of Colborne and the many hamlets, rich with history, that are located throughout the rolling hills of the Township.

The Municipality is seeking a permanent full-time employee to be responsible for all preliminary assessments of land use planning proposals, circulation of applications for committee and council consideration, maintenance and updating of the Geographic Information System (GIS) and municipal by-law review. The Planning Coordinator may also assist the Chief Building Official in performing duties under the requirement of the Ontario Building Code.

The preferred candidate will have post-secondary education/training in Planning, Legal Administration or a related discipline. Superior public relations, communication, and organizational skills are required. Specialization and/or experience in land-use planning and/or municipal administration and membership or eligibility for membership in OPPI/CIP will be considered an asset. The successful candidate will be required to provide a satisfactory Criminal Reference Check and hold a Class "G" Driver's License. A detailed job description is available by contacting the undersigned or visiting our website, www.cramahe.ca.

The position is governed by the Township's Collective agreement with C.U.P.E. Local 5070. Flexibility with regard to the scheduling of hours is required.
(2018 Rate: Grade 6, Level 1, \$ 26.41/hour)

Qualified candidates are invited to submit a covering letter and detailed resume clearly marked "Planning Vacancy" prior to 4:30 pm, Thursday, September 27th, 2018 to the attention of:

Craig Brooks, CAO
The Township of Cramahe
1 Toronto Street
P.O. Box 357
Colborne, Ontario K0K 1S0

Or submit electronically to: cbrooks@cramahetownship.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.