



Township of Lake of Bays

**Exciting new career opportunity!
Come be a part of our progressive team.**

**PLANNER
(Full Time Position)
40 Hours per Week**

Background:

The Township of Lake of Bays is located in the northeast corner of Ontario's "Cottage Country", adjacent to world renowned Algonquin Park. Lake of Bays, being a part of Muskoka has traditionally been one of Ontario's premier destinations for family vacations and summer cottages. The Township encompasses four unique and inviting communities of Baysville, Dorset, Dwight and Hillside.

Responsibilities:

The successful candidate will:

- Direct and manage resources for the Planning Department.
- Ensure compliance with relevant legislative requirements.
- Review and recommend policies to Council.
- Write reports, prepare studies and present to Council and the public as required.
- Maintain effective liaison with representatives of other departments, outside agencies and governments.

Qualifications:

- Relevant post-secondary education is required.
- Professionally recognized planning designation (MCIP/RPP) is required.
- Two to three years proven work experience in municipal administration at a senior management level.
- Thorough knowledge of legislation and provincial policies relative to the municipal process.
- Knowledge and understanding of the Development Permit System.
- Proven abilities in organization, management, leadership, motivation and staff development.
- Ability to communicate clearly in written and oral form.
- Must possess good interpersonal skills to respond quickly and fairly to the needs of the public.

This position has a salary range of \$78,956 - \$98,716 plus a comprehensive benefit package.

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays
Attn: Nicole Tye
Human Resources Department
1012 Dwight Beach Rd.
Dwight, ON P0A 1H0
email: NTyeHR@lakeofbays.on.ca
Fax: 705-635-2132

Closing date: Thursday, November 17th, 2016 at 4:00 p.m.

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however only those selected for an interview will be contacted.