



Town of Whitby Employment Opportunity

Parks Planning Analyst

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to the Manager of Parks, Marina and Long Range Planning, and under the direction of the Supervisor of Park Development, the Parks Planning Analyst is responsible for:

- conducting background research to support the preparation, implementation, and monitoring of the Culture, Parks, Recreation and Open Space Master Plan and other major strategic planning studies and emerging issues in the Department;
- participating in public consultation processes for studies including the preparation of presentation materials, attending meetings, recording minutes and attendance;
- providing background research necessary to assist in the development of Department comments with respect to circulation of applications under the Planning Act;
- acting as a Department representative on municipal steering committees and other special projects;
- managing databases utilizing GIS, ArcMap and CAD for maintaining asset class inventories for asset management;
- preparing figures, attachments and mapping for reports; and,
- assisting with other projects/duties as may be required.

As the successful applicant, you will possess:

- a university degree in Urban Planning, Recreation and Leisure Studies, Integrated Planning Technologies, or GIS;
- a minimum of two (2) years' experience in planning and development;
- eligibility for a provisional or full membership with the appropriate professional affiliation related to their degree;
- intermediate level knowledge of Microsoft Office Suite (Outlook, Word, Excel), database management and GIS/CAD software;
- strong research, analytical, numerical, technical, and problem solving skills;
- well-developed interpersonal and public relations skills in order to establish and maintain effective working relationships with staff and the general public;
- the ability to communicate both verbally and in written form, in a clear, concise, effective and courteous manner;
- the ability to work well in a team environment, as well as independently;
- strong administrative skills with the ability to effectively organize and prioritize projects and work;
- the ability to exercise discretion, judgement and diplomacy;
- the ability to work well under pressure to meet deadlines; and,
- a valid, unrestricted Ontario Driver's Licence (minimum Class "G") with access to a personal vehicle.

Salary: \$48,285 - \$60,351 per annum

Hours: Monday to Friday – 8:30 a.m. to 4:30 p.m.

Application Deadline: Wednesday, June 28, 2017

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8

Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 17-F010-172

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.
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