



# Town of Whitby Employment Opportunity

## Zoning Officer

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 Planning Administration, the Zoning Officer is responsible for:

- interpreting and administering the Town's Zoning By-laws, including the review of plans, architectural drawings and other documentation for building permit compliance;
- advising the public, staff and other interested parties concerning zoning information;
- conducting research and data analysis associated with Departmental studies or projects;
- composing correspondence related to the above; and,
- other related duties as assigned.

As the successful applicant, you must possess:

- an Undergraduate Degree in School of Planning or related Degree;
- a minimum of two (2) years related experience, preferably in a municipal planning environment;
- a membership, or be eligible to become a member, with the Ontario Professional Planners Institute and the Canadian Institute of Planners;
- a proficiency in Microsoft Office Suite (Outlook, Word, Excel), ArcGIS, Amanda, Onpoint and Window's based software;
- a working knowledge of the Municipal By-Laws, Policies and Standards, Planning Act, Ontario Building Code Act, Provincial Policy Statement, Official Plan, Zoning By-laws, Legal Opinions, and Community Strategic Plan;
- strong interpretive, analytical and research skills;
- the ability to effectively communicate orally and in written form;
- well-developed interpersonal skills necessary for establishing effective working relationships;
- the ability to generate and interpret numerical data and measurements to respond to inquiries;
- demonstrated organizational, prioritization, and administrative skills; and
- the ability to work both independently and as part of a team.

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

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

**Application Deadline:** Thursday, November 30, 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](mailto:jobs@whitby.ca)

**Please quote Posting Reference No.: 17-F048-522**

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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