

## Manager of Planning & Development Job Posting

The Township of Greater Madawaska is inviting applications from qualified candidates to fill the full-time position of Manager of Planning & Development. The Planner is responsible for providing professional planning and community development services and programs for the Township. This position provides planning expertise in all aspects of land use planning. The Planner is responsible for developing planning policies and providing professional advice on local, regional, and provincial planning initiatives. The Planner is responsible for reviewing and processing development applications, including Official Plan Amendments, Zoning By-law Amendments, Site Plans, and other Planning Act applications.

The ideal candidate will possess the following qualifications:

- University degree in Planning or closely related discipline required.
- Minimum of five (5) years of professional experience in planning; municipal planning is considered an asset.
- Membership in the Ontario Professional Planning Institute (OPPI) and the Canadian Institute of Planners (CIP) is required.
- Working knowledge of the Ontario Planning Act and Provincial Policy.
- Proven ability to contribute effectively in a dynamic team environment;
- Strong skills in communication, time management, organization, computer literacy, and problem-solving.
- Experience working with Geographic Information Systems in a municipal government environment.
- Ability to read and understand blueprints, plans, CAD drawings, and surveys.
- Private use of vehicle – Must have immediate accessible transportation.

The salary range for this position is \$93,131 to \$109,566 based on a 35-hour work week (8:30am – 4:00pm), includes a comprehensive benefit plan, vacation accrual based on years of experience and opportunity for a flex time/ work from home schedule with the expectation of two (2) to three (3) days in office, at minimum.

Interested candidates are invited to submit a resume and covering letter to:

Jessica Schroeder, Finance and Human Resources Administrator  
Corporation of the Township of Greater Madawaska  
19 Parnell Street, P.O. Box 180  
Calabogie, ON K0J 1H0  
Fax: 613-752-2617  
Email: [finance@greatermadawaska.com](mailto:finance@greatermadawaska.com)

The Township of Greater Madawaska is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.