



**The Corporation of the County of Bruce  
Requires a Full Time  
Application Technician, Inland Hub  
for Planning & Development, Walkerton**

"Bold and beautiful Bruce County ... a healthy, caring community of prosperity and innovation."

Join our team powered by innovation and shared values where explorers turn obstacles into opportunities and individual challenges into shared solutions. You will discover a lifestyle that provides endless opportunity for exploration at work and after. Your adventure with Bruce County starts here.

Reporting to the Senior Planner, the Applications Technician provides front line customer support for the Land Use Planning Division in a sub-regional office (Lakeshore, Interior or Peninsula). The incumbent leads the customer inquiry process and provides administrative and technical support for all aspects of processing applications under the Planning Act, including minor variance, zoning by-law amendment, official plan amendment, consent, plans of subdivision/condominium and other matters.

**Minimum Qualifications:**

- Three year post-secondary diploma in Urban or Regional Planning or a related field
- Two years of experience in a planning environment
- Proficiency with Geographical Information Systems (GIS)
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Demonstrated ability to build and maintain lasting working relationships
- Demonstrated time management skills
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Meticulous records maintenance skills
- Proficiency in database applications and administration systems
- Strong writing, editing, and proofreading skills

Interested applicants should review the entire job posting, and then apply online through Career Connector at <https://brucecounty.on.ca/employment>, following the outlined process. Please note that although a resume and cover letter are required, this does not eliminate the need to complete the Applicant Profile, as resumes are screened electronically. Deadline for applications is **Tuesday, October 8, 2018**.

Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56

The Corporation of the County of Bruce is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.