

TOWN OF LAKESHORE
2010 Summer Student
Job Description

POSITION: Summer Student Planning Assistant

REPORTING TO: Manager of Development Services

LOCATION: Municipal Office
419 Notre Dame, Belle River

WORK ENVIRONMENT: Office
Hours of Work: Monday – Friday
8:30 a.m. – 4:30 p.m.
35 hours per week

WAGE RATE: \$ 11/hr

Expected Start Date: May 3, 2010

Expected End Date: August 27, 2010
(17 weeks)

PROJECT DESCRIPTION:

- Under the general direction of the Manager of Development Services or a designated supervisor, the Planning Student will provide assistance to the Development Services Division at the Town of Lakeshore. The Planning Assistant will be exposed to all aspects of planning, including assistance with land use planning applications and long range planning projects. In addition, the Planning Assistant will carry out other duties as required such as laser fiche planning documents, file organization, cataloguing and special projects.

RESPONSIBILITIES:

- Update and organize current and archived planning files, including the transfer of existing paper documents to an electronic database using scanning and laser-fiche software;
- Work with Administration to track development applications by researching files and or / contacting appropriate individuals / commenting agencies;
- Field inspection and documentation of existing land uses and other inventories;
- Assist in preparing report / public participation / hearing materials, and;
- Other related duties as assigned.

REQUIREMENTS:

- Student at least 16 years of age as of May 1, 2010 in a university / college program in urban and regional planning, environmental studies, geography or closely related field;
- Resident of Lakeshore
- Strong oral and written communication skills;
- Good interpersonal and organizational skills;
- Basic knowledge of:
 - The Town of Lakeshore;
 - Planning principles and practices;
 - Land use law administration;
 - Resource inventory techniques, and;
 - Customer service and citizen participation techniques.
- Basic / intermediate ability to use:
 - Map Viewer;
 - Microsoft Office Suite including, Word, Excel, PowerPoint and Access, and;
 - Ability and current licensing to operate a motor vehicle.

EXPECTED RESULTS:

- Timely / accurate completion of key projects;
- Ability to work independently with minimal supervision, and;
- Professionalism.

BENEFITS TO PARTICIPANT:

- Practical experience;
- Recommendations for graduate school or future employment;
- Development of professional relationships and;
- Understanding professional responsibilities and effective working relationships.

Positions are conditional on funding approvals/requirements, and may be subject to change.