



The TOWNSHIP of
NORTH DUMFRIES

JOB DESCRIPTION

Planning Assistant - Heritage (Up to a Maximum 16-week term Temporary Summer Position)

Reports to: Planner

Supervises: None

Department: Development Services

Division: Planning

Position Overview:

The Planning Assistant - Heritage summer placement provides the successful candidate with opportunities to obtain valuable work experience, gain transferable skills and build professional networks.

The position will conduct research of heritage properties of interest, update the heritage register and assist the Heritage Advisory Committee and the North Dumfries Historical Preservation Society with projects and public education / outreach.

A. KEY ROLES AND RESPONSIBILITIES

1. Review proposals to alter heritage properties by conducting historical property research, undertaking site visits, drafting reports, and presenting information to the Municipal Heritage Advisory Committee.
2. Perform research, conduct analysis and evaluate information to produce background reports related to the Township's built heritage resources. Research and identify best practices with the objective of developing recommendations for Council and the Municipal Heritage Advisory Committee to consider with respect to amendments (additions, deletions or modifications) to the Township's Built Heritage Inventory.
3. Prepare public outreach pamphlets highlighting the attributes and significance of Heritage Conservation Districts, land use restrictions, and permit requirements. Prepare pamphlets for heritage walking tours. Update the Township website on cultural heritage matters such as heritage permits, the Ontario Heritage Act, Heritage Conservation Districts, and listed and designated properties.

4. Work in consultation with the North Dumfries Historical Preservation Society to assist in digitizing historical records, filing of catalogued items, completing intake forms and inserting item descriptions into a database. Assist in the development of promotional events. Create an index of historical resources (e.g. local maps and photographs of heritage properties).
5. Assist the Municipal Heritage Advisory Committee with agendas, organizing meetings, taking minutes at meetings, historical research, and projects as assigned.
6. Prepares visual presentation aids (graphics, maps, PowerPoint, etc.) and draft reports for Council, the Municipal Heritage Advisory Committee and/or the North Dumfries Historical Preservation Society.

B. SKILLS AND QUALIFICATIONS

1. The Township has made application to the Federal and Provincial Government under the Summer Jobs - 2020 program. As such, applicants must satisfy the eligibility requirements of this program.
 - a. Be between 15 and 25 years of age at the start of employment or up to 29 years of age for persons with a disability;
 - b. Currently enrolled in a secondary or post-secondary institution or within six months of graduation;
 - c. Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
 - d. Be legally entitled to work in Canada in accordance with relevant Provincial Territorial legislation and regulations, and possess a valid SIN number.
2. Pursuing or completion of a diploma or degree related to Urban and Regional Planning, Geography, or Cultural Heritage.
3. Demonstration of excellent interpersonal communications, customer service, organizational / time management, analytical, research and report writing skills.
4. Excellent interpersonal, organizational and communication (oral and written) skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with Staff, Council, Advisory Committee, government agencies, consultants and the public may involve complex and detailed exchanges.
5. Sound judgement, excellent analytical and decision-making skills. Independence and initiative required to work with minimal supervision and to conduct research.
6. Knowledgeable and sound working practices involving the *Planning Act*, *Provincial / Policy Statement*, *Ontario Heritage Act* and other related planning legislation / regulations / guidelines; rural & urban planning principles, practices and processes; and, contemporary research techniques.
7. Thorough working knowledge of Microsoft Office software, Microsoft Outlook,

Internet Explorer. Courses related to GIS are considered an asset.

8. Must be able to work after normal business hours to attend Council / Advisory Committee Meetings.
9. Possession of a valid Drivers' License and access to a personal motor vehicle to conduct Township business.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

ANTICIPATED EMPLOYMENT PERIOD: A start date of Monday May 4th is contingent upon successful Provincial funding application. Otherwise there will be a start date of Monday May 11th. Anticipated end date: The earlier of August 28th or sixteen weeks.

WAGE RATE: \$17.46

NUMBER OF POSITIONS: 1

SCHEDULE: 35 hrs. / week with possible option of 40 hrs. / week