



**The Corporation of the County of Bruce  
Requires a  
Applications Technician - Full Time (Contract) - Planning & Development**

"Bruce County, a welcoming, innovative, thriving community, committed to the well-being of current and future generations."

Join our team powered by innovation and shared values where explorers turn obstacles into opportunities and individual challenges into shared solutions. Come join us on roads less travelled and turn your journey into an adventure.

**Location**

Walkerton ON

**Status**

Contract (12 months)

**Salary**

\$64,756-\$76,185 based on a 35 hour work week

**Benefits**

- Percentage in lieu of benefits & vacation
- OMERS Pension
- Flexible Working Policies

**Health, Safety & Wellness**

- Health & Safety Program
- Workplace Mental Health Program
- Health & Wellness Committee Activities

**About the Job**

Reporting to the Land Use Planning Manager, 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.

**Requirements**

- Three-year post-secondary diploma in Land Use Planning, Planning Technology, Legal Administration (focused in Real Estate), Public Administration or a suitable equivalent of education and experience
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally
- to effectively communicate both verbally and in writing
- Strong writing, editing, and proofreading skills with a high degree of attention to detail
- Ability to respond quickly in a dynamic and changing environment

- Demonstrated ability to build and maintain lasting working relationships
- Demonstrated time management skills
- Meticulous records maintenance skills
- Proficiency in database applications and administration systems
- Two years of experience in a planning environment
- Working knowledge of Geographical Information Systems (GIS) is an asset

Interested applicants should review the entire job posting at [www.brucecounty.on.ca](http://www.brucecounty.on.ca) , and then apply online, following the outlined process. **The application deadline is January 3, 2025 at midnight.**

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.**

We thank all applicants in advance, but regret that only those selected for interviews will be contacted.