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The Municipality of Trent Hills  
Invites Applications for the Position of  
**Planning and Development Assistant**

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Planning Coordinator and Director of Planning and Development, the Planning and Development Assistant provides administrative assistance to the Planning and Development Department. The Planning and Development Assistant reviews all planning applications, and responds to inquiries from the public and the development community on planning related matters.

Preference will be given to candidates who possess post-secondary education in Land Use Planning or related studies. The preferred candidate will also have municipal planning experience and familiarity with applicable legislation such as the Planning Act and Municipal Act however, candidates with excellent customer service skills/experience and a willingness to learn planning are also encouraged to apply. Extensive knowledge and experience with computer technology and software is required.

Please visit [www.trenthills.ca](http://www.trenthills.ca) for the complete Planning and Development Assistant job description.

The starting pay rate for this full-time unionized position is \$25.99 per hour together with a competitive and attractive benefit package. As a unionized position, the candidate is eligible for pay rate increases after successfully passing the probation period. The regular workweek for this position is 35 hours per week.

Applications will be received until **2:00 p.m. on Wednesday, September 18, 2024**. Please send your covering letter and resume marked "Planning and Development Assistant Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street S  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.