

**Municipality of the District of Chester**  
**Community Development Department**  
**Position Description**

Position Title:	Planning Student	
Salary Band:	Summer student (post-secondary, professional program) \$14.00 - \$15.50 per hour	
Reports to:	Senior Planner	
Status:	Full Time – Term (expected to run late May-August concurrent with University and College summer break period)	
Location:	Chester, NS, with occasional travel within the Municipal District	
Hours:	8:30 a.m. to 4:30 p.m. Some evening work may be required.	
Updated:	7 April 2017	Due date for applications: 24 April 2017

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**SCOPE**

The Planning Student position is a full-time summer term position that provides research and technical support to planning and development staff in the Community Development Department.

**QUALIFICATIONS**

- Currently enrolled in a full time College or University program in Planning or a related discipline.
- Proficiency in use of Microsoft Office Suite is required. Experience with publishing software and/or Geographic Information Systems (GIS) would be an asset.

**SUMMARY OF FUNCTION**

The Planning Assistant's primary work will be:

- Researching and preparing reports on a number of matters concerning planning in a rural setting, such as policy, by-laws, and regulations;
- Greeting members of the public and answering the telephone/transferring calls as needed;

- Preparing maps and other graphic materials as required;
- Assisting with design and delivery of public engagement sessions as required;
- Conducting field investigations and studies related to land use and development issues.

#### **GENERAL KNOWLEDGE AND SKILLS**

- Researching and writing technical planning reports
- Expertise with Microsoft Office Suite
- Strong verbal and written communication skills
- Excellent organizational skills and ability to multi-task
- Familiarity with ArcGIS is desirable
- Show a willingness and aptitude to learn new skills
- Detail oriented, highly organized and with a commitment to accuracy
- Ability to work with minimal supervision
- Valid driver's license and willingness to travel within the Municipality