

PLEASE POST ON STAFF BULLETIN BOARD

CUPE LOCAL 1328 POSTINGS

POSTING #	POSITION	DEPT./SCHOOL	SALARY RANGE
OC2012-103	Planning Technician	Planning Services	Grade 6 \$1,912.10 - \$2,148.76 biweekly

PLEASE NOTE: THIS IS A 5-6 MONTH CONTRACT

QUALIFICATIONS:

- Three (3) year College Diploma in Urban or Community Planning, Geography, or equivalent
- Minimum two (2) years related experience
- Advanced knowledge and demonstrated proficiency in MS Office suite, including MS Excel, and ArcGIS software.
- Knowledge of AutoCad an asset
- Demonstrated research and data management skills
- Demonstrated knowledge of GIS principles, methods and procedures with emphasis on spatial analyses
- Working knowledge of spatial databases and data models
- Thorough knowledge of municipal planning approvals process
- Understanding of Ministry of Education data reporting such as SFIS (School Facilities Inventory System), enrolment projections, and capital planning.
- Excellent written and verbal communication skills
- Ability to work independently or with others as part of a team
- Demonstrated ability to multi-task and meet tight deadlines

DUTIES:

Reporting to the Supervisor of Planning, the Planning Technician will:

- Maintain and update the SFIS database, enter data and produce reports and analyses for review by superordinate
- Create, maintain, and update other departmental databases as assigned
- Review documents circulated by the City of Toronto and draft comments for review by superordinate
- Prepare and edit maps for presentation purposes and reports
- Maintain and manage digital databases
- Enhance Board databases by conducting data layer editing/maintenance
- Assist superordinate with spatial analysis using GIS from various internal and external data sources
- Perform in-depth Excel analyses using advanced Excel skills such as Pivot tables, V-look up, conditional statements, Cross Tabulations, etc.
- Perform research and analysis on a wide variety of Planning and Facilities related matters using internal and external data sources
- Compile and organize existing data and other materials on request
- Respond to requests for information, originating both internally and externally
- Other related duties as assigned or required

PLEASE NOTE: – ONLY QUALIFIED APPLICANTS WILL BE CONTACTED. Each bid must be submitted separately and include supporting documentation. A SKILLS ASSESSMENT WILL BE NECESSARY FOR THOSE SEEKING A PROMOTION OR JOB CLASSIFICATION CHANGE.

WRITTEN OR FAXED (416-512-3046) BIDS REFERRING TO POSTING NUMBER MUST REACH **HUMAN RESOURCES, ATTENTION: MARGHERITA DECESARE, SUPERVISOR, SUPPORT STAFF, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, TORONTO, ONTARIO NO LATER THAN TUESDAY, DECEMBER 4, 2012.**

You may also scan your bids and email them to hrjobbids.cupe1328oct@tcdsb.org A copy for your convenience has been attached.

PLEASE NOTE: RECEIPT OF FAXES, EMAILS OR BID SHEETS WILL NOT BE CONFIRMED