

**Knowledge, Skills & Abilities Required:**  
**Planning Services**

**Category: Administrative**

<p><b>Education/Certifications</b></p>	<ul style="list-style-type: none"> <li>• Degree in Planning or related discipline</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• 3 years land use planning experience</li> </ul>
<p><b>Skills/Abilities</b></p>	<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Partnership &amp; Relationship Management</li> <li>• Customer Service</li> <li>• Team work</li> <li>• Organizational skills</li> <li>• Critical Thinking &amp; Problem Solving</li> </ul>
<p><b>Ongoing Training</b></p>	<ul style="list-style-type: none"> <li>• Various Corporate Training</li> </ul>
<p><b>Common Career</b></p>	<ul style="list-style-type: none"> <li>• Planning Technician</li> <li>• Secretary Treasurer – Committee of Adjustment</li> </ul>