



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Planning Assistant

Job Posting #: 2026-18

Department: Planning Department

Location: 185667 Grey Road 9, Dundalk, ON

Status: Full-time

Hours per Week: 35 hours

Salary / Wage: \$30.28/hour to \$34.31/hour

Application Due Date: August 26, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.

"Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) full-time position of **Planning Assistant** in our Planning Department.

Job Duties:

- Assists with day-to-day operations of the Planning Department by providing administrative and customer service support.
- Accepts and reviews Planning Act applications, ensuring that files are opened, processed and catalogued expeditiously.
- Serve as a liaison and respond to inquiries from developers, investors, the public, municipal departments, local municipalities, the County, etc. regarding a broad range of planning and land use related matters such as general regulations related to development within the municipality, active files and development activities and information on policy, applications, processes and planning matters.

Qualifications:

- High school diploma.
- College diploma in Planning or a related field would be an asset.
- Primer on Planning course an asset.
- A minimum of two (2) years experience in an office environment, preferably in land use planning.
- Excellent analytical skills.

For a complete job description and further information please visit the Employment Opportunities section of our website (**www.southgate.ca**).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-18** by **August 26, 2026 at 2pm**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.