



THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON
 322 Main Street South, PO Box 759, Exeter, ON N0M 1S6
PHONE: 519-235-0310 • FAX: 519-235-3304 • TOLL FREE: 1-877-204-0747
WEBSITE: www.southhuron.ca

Job Title: Planning Coordinator – 1 Year Contract Full-Time

Department: Building and Planning	Division: Planning
Job Type: 1 Year - Contract Full-Time	Affiliation: Administration
Site: South Huron	Location: Exeter, Ontario
Min: CAD \$38.35/hr	Max: CAD \$45.12/hr
Number of Positions: 1	Resulting From: Leave of Absence
Posted Date: March 13, 2026	Post End Date: April 03, 2026

Our Building and Planning Department is seeking to fill the role of Planning Coordinator for a one-year, full-time contract for the purpose of covering a parental leave. Under the direction of the Director of Building and Planning / Chief Building Official, the Planning Coordinator administers, tracks and coordinates the technical review of applications pertaining to planning, land use and development. Within this role you will work closely with the County Planner to assist with municipal planning applications, public notices and public signage ensuring they are distributed within legislated timelines. This position responds to planning inquiries, and coordinates the planning review processes on development within South Huron.

The Ideal Candidate

We are seeking a highly motivated and experienced professional that is willing to obtain or has the following:

- Completion of a post-secondary program in land use / urban and rural planning or an equivalent program.
- Member of the Ontario Professional Planners Institute (OPPI) is considered an asset.
- Designation as a Registered Professional Planner (RPP) is considered an asset
- Minimum of 1-3 years' experience in an office environment
- Knowledge of MS Office, Excel, Land Manager, Cloud Permit, GIS software and other Land Use Planning software; experience with database applications and records management procedures.
- Proficient knowledge of the Planning Act, provincial planning policies and regulations.
- Excellent problem-solving skills and ability to deal with the public with diplomacy and tact.
- Strong organizational skills to ensure that the tasks are completed in a timely and efficient manner to meet legislative and Council established service levels and deadlines.

- Ability to read and understand maps, legal surveys, development plans and site plans.

Tangible Benefits

When you join us, you will be in receipt of the following amazing benefits:

- Competitive salary and fantastic matching pension plan
- Paid vacation and holidays
- Strong employer paid health benefits coverage – health, vision & dental benefits
- Life insurance, accidental death and dismemberment insurance
- Supportive employee and family assistance program (EAP)
- Great corporate training and leadership development
- Great teamwork environment – have other professional and experienced staff to work with regularly
- Opportunity to provide meaningful work

Working Conditions

Work occurs in an in-office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 A.M. – 4:30 P.M., Monday through Friday. Occasional overtime may be required to deal with peak periods. Attendance at after-hours meetings and special events will be required from time to time.

A detailed job description can be made available upon request.

Applications for this posting will be accepted until **4:30 PM on Friday, April 03, 2026.**

How to Apply

Please submit your resume preferably by email to:

Justin Finkbeiner, Talent and Workforce Manager
Municipality of South Huron
322 Main Street South
P.O. Box 759
Exeter, ON N0M 1S6
Email: jfinkbeiner@southhuron.ca

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.