

JOB DESCRIPTION

January, 2017

JOB TITLE: JUNIOR PLANNER**REPORTS TO: Director of Planning and Community Development****SUBORDINATE POSITIONS: None****SUMMARY OF FUNCTION**

The Planner provides technical expertise to the Director of Planning and Community Development on planning and development applications and to the Committee of Adjustment, Committee of the Whole, and Downtown Improvement Committee as well as assisting with general public inquiries regarding current planning matters.

<u>TASKS</u>	
1.0	Assists in administering the requirements of the <i>Planning Act</i> , including circulation forms and Notices for Public Meetings in connection with development applications.
2.0	Reviews, analyzes and prepares planning reports for minor Zoning By-law Amendments and minor Site Plans Applications.
3.0	Maintains effective and co-operative liaison with developers, professional consultants, Council members, municipal staff and the general public
4.0	Attends regular Downtown Improvement Committee Meetings as a technical resource.
5.0	Assists in preparation of Agendas and Minutes regarding various Committees of Council.
6.0	Reviews and prepares responses in connection with information requests from local and provincial planning authorities on related planning matters
7.0	Reviews and confirms Building Permit applications for compliance to Zoning By-law and issues Zoning Certificates.
8.0	Assists in the collection and analysis of research information for special studies and projects
9.0	Provides input into the preparation of special studies related to development planning issues and municipal policy or by-law changes including general amendments to the Official Plan and Zoning By-law where necessary.
10.0	Responds to public inquiries (in person, phone, email).
11.0	Prepares reports, attend meetings, and make recommendations and presentations on planning and related matters.
12.0	Maintains a current knowledge of the legislation, by-laws and planning trends.
13.0	Other duties as may be assigned.

QUALIFICATIONS

- 1 to 2 years of Planning experience preferred
- Post-secondary education in Planning or related program
- Membership or Candidate membership in OPPI preferred

- Valid Class G driver's license and a reliable vehicle

SKILLS

- Good working knowledge of the Planning Act, Municipal Act and other policies and legislation.
- Demonstrated experience with Official Plans and Zoning By-Laws
- Solid understanding of general research techniques
- Excellent verbal and written communication skills and presentation skills.
- Proficiency in Microsoft Office, including Word, Excel, Power Point, Publisher & Access
- Ability to use ArcView & AutoCAD would be an asset
- Ability to work independently and in a team environment
- Knowledge and ability to apply Occupational Health and Safety Act and regulations.

EFFORT

- Involves attention to detail.
- Involves working with confidential and personal information.
- Involves concentration for short periods of time.
- Involves sitting for moderate periods of time.

WORKING CONDITIONS

- Working environment contains the usual risks and discomforts.
- No special safety precautions are required, although knowledge of basic safety practices would be important.
- Hours of work is 35 hours every two weeks and the hours of work shall be determined that the Director.
- Attendance at evening meetings will be required.