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| POSITION TITLE | PLANNER |
| DEPARTMENT | PLANNING & DEVELOPMENT |
| SUMMARY OF DUTIES | To process, review and comment on assigned planning matters including notices, record keeping and circulations and follow up on same in accordance with the established municipal procedures and relevant provincial legislation in area of Divisional responsibility. To respond to general planning inquiries received from other municipal departments, outside agencies and the public. To provide statistical and graphical support services to the Planning and Development Services Division. |
| SUPERVISED BY | Senior Planner, Chief Planner, and/or designate |
| EDUCATION | An Undergraduate University Degree in Urban Planning or equivalent education and experience. |
| EXPERIENCE | Minimum of two years in a municipal planning position. |
| MAJOR RESPONSIBILITIES | (The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements). |
| 1. Program/Services | <p>Under the direction of the Senior Planner and the Chief Planner:</p> <ul style="list-style-type: none"> ➤ Act as Secretary and professional staff support to Heritage Port Colborne (LACAC) including preparation of reports to Council, minutes, record keeping; attending meetings and preparation of designation process documents as per the requirements of The Ontario Heritage Act. ➤ Organize public meetings and forums as required and attend/represent the Division at same, as required by the Chief Planner. ➤ Review and respond to all building permit, business license and similar applications referred to the Division for compliance with the Official Plan and Zoning By-law. ➤ Accept general enquiries (telephone, email, fax, letter or in person) and to research and respond to same. ➤ Comment to enquiries and development proposals with respect to compliance with City standards, Official Plan policies, Zoning provisions and sound planning principles. ➤ Recommend to the Chief Planner, Divisional positions on all development enquiries/applications and possible alternate design/policies/etc., and to prepare formal reports to Council. |

- Prepare preliminary and final plans, maps and sketches for studies and reports using AutoCad and GIS.
- Prepare graphic displays and visual aids for reports, special projects, by-law, public meetings, open houses, tribunals and Council meetings.
- Undertake investigations and compile information for planning studies and reports.
- Attend regular night meetings of the Committee of Adjustment and Heritage Port Colborne as required and Council and other boards and committees when required
- Other duties as assigned.

2. Human Resources

Not required to supervise or direct the work of others.

3. Financial Resources

Provide input into the draft budget for the Committee of Adjustment and Heritage Port Colborne.

Receives cheques for payment of application fees, Cash-in-lieu of Parkland Dedication fees and Security Deposits.

Handles large and small sums of cash from sale of maps, bylaws, photocopies, etc.

Receipt of planning applications

4. Material Resources

Carries out work assignments using a variety of office equipment including drafting equipment, blue print machine, micro-fiche reader, calculator, photocopier, AutoCad and GIS workstation and telephone and various government documents and legal documents.

SKILL AND EFFORT

5. Knowledge

Knowledge of the planning process and relevant provincial legislation and municipal bylaws.

Good written and oral communicative skills.

Knowledge of automated drafting, graphical presentation and mathematical skills.

Knowledge of principles and procedures of urban planning and development processes.

Knowledge of heritage preservation and relevant provincial legislation

Knowledge of basic civil engineering, environmental management, realty and property acquisition.

- 6. Physical Skill and Effort**
Almost continuous periods of sitting interspersed with frequent short periods of walking or standing.
Frequent periods of mental/visual concentration in excess of one hour required, work subject to interruptions.
- 7. Decision Making and Judgement**
Processing of applications and/or review of general enquiries is performed in accordance with established procedure.
Decision-making and judgement skills regularly used in recommendations on various enquiries/applications/general planning matters to the Chief Planner. Recommendations/reports regularly to the Chief Planner on development applications/enquiries. Other job functions are performed with little or no supervision.
- 8. Interpersonal Skills/Contacts**
Interpersonal skills to communicate effectively and with tact with the general public and respond to enquiries.
Internal:
With staff of own Division to receive/give instructions, exchange information.
With staff of other departments to exchange information.
Justify recommendations to senior staff.
External:
With public and external agencies to exchange information.
Convey, with tact, the Divisional or City position on development applications to individuals or the general public.

WORKING CONDITIONS

- 9. Environment**
Works in an office environment; approximately 10% of working hours spent in site visits involving vehicular and/or outdoor conditions.
- 10. Control Over Work Schedule**
Required to work in excess of normal hours for public information meetings, Council meetings, Heritage Port Colborne and Committee of Adjustment Hearings.

**In agreement with the duties and responsibilities of this position.
Education and experience are determined by the Corporation.**

Agreed to: **Department Head** _____

Supervisor _____

Employee _____

Approved: Chief Administrative Officer _____

Dated: _____