

<b>POSITION TITLE</b>	<b>PLANNING TECHNICIAN</b>
<b>DEPARTMENT</b>	PLANNING & LEGISLATIVE SERVICES
<b>SUMMARY OF DUTIES</b>	To act as Secretary Treasurer to the Committee of Adjustment. To process Committee of Adjustment applications under The Planning Act including notices, record keeping and circulations. Responsible for updating mapping layers for the division using ESRI software. Accepts all planning applications, performs initial review and creates circulation lists. Responds to general planning inquiries received from other municipal departments, outside agencies and the public.
<b>SUPERVISED BY</b>	Senior Planner
<b>EDUCATION</b>	Minimum Community College Diploma (2 years) as Planning Technician, Urban & Regional Planning Technician or equivalent education and experience. A degree or diploma in GIS/ Spatial Analysis is an asset.
<b>EXPERIENCE</b>	2 years
<b>MAJOR RESPONSIBILITIES</b>	<b>(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).</b>

**1. Program/Services**

- Act as Secretary Treasurer to the Committee of Adjustment including receipt of applications; preparation of notices; decisions and minutes for Committee of Adjustment applications; record keeping and file maintenance, report generation, and attending hearings
- Assists with the preparation of the planning reports for Committee of Adjustment applications
- Accepts all planning applications, reviews applications for completeness, creates circulation lists and establishes timeline to process application in accordance with Planning Act requirements
- Reviews all building permit applications for compliance with the City's Comprehensive Zoning Bylaw
- Accepts pre-consultation meeting requests, arranges and attends the meeting and prepares the notes from the meeting
- Investigates zoning bylaw infractions with the assistance of the Bylaw Division, prepares noncompliance letters and when needed responsible for giving evidence at provincial hearings
- Responsible for using ESRI software to update all planning mapping including the zoning bylaw, official plan and active applications

- Act as recording secretary for public information meetings and provide transcribed minutes to the Clerk's Division.
- Responds to planning inquiries at the front counter, via email or the phone from internal departments, agencies, applicants and members of the public
- Provide clerical, filing, mail, telephone, fax, email and record keeping to the Planning Division.
- Provides administrative support to the Manager of Planning as required.
- Prepare responses to letters re: zoning compliance.
- Other duties as assigned

## **2. Human Resources**

Not required to supervise or direct work of others.

## **3. Financial Resources**

Receive cheques for payment of all Planning Act applications.

Provide financial documentation and work closely with the Treasury Division on a regular basis to assess, review, provide and implement accurate financial reports.

Check invoices for accuracy, contact suppliers for discrepancies, code invoices for payment.

## **4. Material Resources**

Carries out work assignments using a variety of office equipment and supplies including ESRI software, word processing, photocopier, and other office equipment.

## **SKILL AND EFFORT**

### **5. Knowledge**

Good written and oral communicative skills.

Knowledge of the Planning process.

Good mapping and graphical skills with proficiency in GIS

Good knowledge of the land use planning process and the Planning Act.

Good knowledge of the Official Plan and Zoning Bylaw of the municipality

Good organizational and time management skills required for applications processed under the Planning Act.

Good Mathematical proficiency required

Good knowledge and use of office equipment including computer, photocopier, print machine, etc.

Good knowledge of the use of variety of office and video equipment and the internet.

Good knowledge of computer programs Knowledge of development initiatives, programs, services and facilities, events.

**6. Physical Skill and Effort**

Manual dexterity to operate keyboard and office equipment.  
Constant visual/mental concentration required.  
Functions performed in seated, walking, lifting, bending, and standing positions.

**7. Decision Making and Judgement**

Work is frequently performed without supervision with periodic checks by senior staff.

Work is largely varied in nature.  
Work is performed in accordance with established procedures as required.

Judgement is exercised in: Meeting deadlines relating to circulations under The Planning Act and other provincial legislation.

**8. Interpersonal Skills/Contacts**

Interpersonal skills to communicate effectively with the general public and respond to development inquiries including specific applications pursuant to Committee of Adjustment applications.

**Internal:**

With Chief Administrative Officer, Mayor, Committee Members and Department Heads. With staff of other divisions to obtain material. With supervisor to receive instructions and/or exchange information.

**External:**

With the public and external agencies to exchange/provide information.

**WORKING CONDITIONS**

**9. Environment**

Works in an office environment.

**10. Control over Work Schedule**

Work is subject to regularly scheduled deadlines.  
Required to work in excess of normal hours at least 2 days per month.