



The Corporation of the Township of Drummond/North Elmsley

JOB DESCRIPTION

POSITION TITLE: PLANNER

POSITION PURPOSE:

To perform the daily functions within the Planning Department in an efficient and professional manner.

REPORTING RELATIONSHIP:

The Planner will report directly to the Clerk Administrator for the successful operations of the Planning Department.

POSITION RESPONSIBILITIES:

Perform the day-to-day planning functions and other duties as assigned or required.

Assigned duties include, but are not limited to:

Planning:

1. Respond to general planning inquiries, including assessment of inquiries against applicable provincial requirements, Official Plan, Zoning By-law and Severance requirements.
2. Prepare and answer general inquiries, zoning/building work order/lawyer letters and inquiries.
3. Review and process planning applications (minor variances, zoning by-law amendments, official plan amendments, severance applications, site plan development agreements, and miscellaneous agreements as required). Such tasks shall include, but are not limited to:
 - a. Preparing files, assembling information/mapping, preliminary analysis;
 - b. Provide professional reports to Council and record minutes of public meetings
 - c. Consult with other municipal staff as required;
 - d. Prepare and mail public notices;
 - e. Prepare reports/assessments of planning applications;
 - f. Close files/file maintenance.
4. Act as Secretary/Treasurer of the Committee of Adjustment:
 - a. Prepare/co-ordinate agendas and materials for meetings;
 - b. Attend meetings and record minutes, as required;
5. Prepare and circulate applications/notices for Subdivision, Official Plan and Zoning By-law amendments.
6. Prepare by-laws for adoption by Council.

7. Review building permit applications for compliance with zoning by-law as required.
8. Provide pre-consultation on severances and other planning applications.
9. Prepare preliminary inquiry assessments.
10. Review and comment on entrance applications.
11. Represent the Township on external committees and reporting.
12. Attend Council and Committee meetings as required.
13. Attend Source Water Protection and Rideau Corridor Landscape Strategy planning groups.
14. Provide staff assistance to the Clerk Administrator on Economic Development and assist with project deliverables.

FINANCIAL PLANNING AND MANAGEMENT:

1. The Planner is responsible for preparing and monitoring the budget of the Planning Department.

JUDGMENT REQUIREMENTS:

Judgment for the position as follows:

1. Discretion and good judgment is required in dealing with highly confidential and sensitive issues.

KNOWLEDGE AND SKILL REQUIREMENTS:

The Planner will possess the following:

1. Degree in Planning, municipal experience with a minimum of 3 – 5 years of experience.
2. Knowledge of relevant Provincial legislation i.e., Planning Act, PPS.
3. Member of OPPI or eligible for membership.
4. Excellent analytical, research, report writing and problem solving skills and the ability to deal effectively and professionally with the public.
5. Knowledge and experience in general planning environment.
6. Knowledge of general administrative office procedures/equipment.
7. Proficient in current computer technologies.
8. Ability to deal with public in a variety of circumstances.
9. Ability to communicate effectively verbally and in writing.

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WORKING RELATIONSHIPS:

Internal: Department Heads, Staff, Committees of Council and Members of Council.

External: Public, Provincial Ministry Officials/Representatives, other Municipal organizations, suppliers of service, utility and equipment companies

WORKING CONDITIONS:

40 hours per week with overtime as required

Office environment

Attendance at Committee and Council meetings

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

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