



DYSART ET AL POSITION DESCRIPTION

POSITION: Senior Planner

REPORTS TO: Director of Planning and Land Information

DATE: September 2019

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

The Planner will interpret and apply the Ontario Planning Act, the Municipal Act and any other applicable legislation as it relates to their responsibilities.

Land Use Policy Planning

- Official Plan review and update
- Zoning By-law review and update
- Operational (municipal) planning policies: e.g. Parkland dedication etc.
- Review and update planning related legislation.
- Provide technical advice

Development Control

- Official Plan amendments
- Zoning By-law amendments
- Subdivision/condominium applications
- Agreements (Site plan, Severance, Subdivision, Condominium)
- LPAT hearings
- Meet with developers/proponents
- Provide technical advice.

Administration

- Manage Public Meeting Committee
- Prepare licenses of occupation (reports, resolutions, by-law, agreement, correspondence etc.)

PART 2 – The following section headings describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Education:

- Must possess a University degree in planning or related field
- Strong administrative and communication skills required
- Demonstrated ability to deal with the public in a polite and courteous manner
- Proficiency working within both a paper based and digital environment.

Experience/Training:

- Five (5) years' experience in a progressively responsible, related position, preferably in a municipal environment
- Full or Candidate member of OPPI preferred

Working Conditions:

- Occasional site visits throughout municipality (mileage reimbursed)
- Availability to attend occasional meetings outside of regular working hours.
- Participation in professional training and development events as appropriate