

# **TOWNSHIP OF HAVELOCK-BELMONT-METHUEN**

## **Job Description**

<b>Position:</b>	<b>Planning Assistant</b>		
<b>Department:</b>	<b>Planning</b>		
<b>Reports to:</b>	<b>Chief Building Official</b>		
<b>This job description is:</b>	<b>New</b>	<b>Revised</b>	<b>x</b>
	<b>Salary Grade: 800-899</b>		

### **JOB SUMMARY:**

Reporting to the Chief Building Official, the Planning Assistant is responsible for being the first point of contact for inquiries regarding planning related matters and policy related regulations as well as source water protection and accessibility administration.

The Planning Assistant assists the public in the submission of applications, researches and prepares planning reports regarding land use planning applications, including official plan amendments, zoning by-law amendments, and minor variance applications, assists with the preparation and presentation of department reports and material and provides administrative support to the Planning and Building Departments as needed.

### **DUTIES AND KEY RESPONSIBILITIES:**

1. Serves as the primary contact for and assists in the co-ordination and administration of all forms of development applications including, but not limited to Zoning By-law and Official Plan amendment applications, minor variance, site plan approval, plans of subdivision and consent applications.
2. Provides planning advice and direction, including the interpretation of the Township's Official Plan, Zoning By-law, other policies and applicable legislation, to the general public, staff and consultants.
3. Coordinates inter-departmental and/or inter-agency meetings with developers, consultants, agencies and interested parties. Assists with discussions regarding technical concerns in order to achieve municipal planning objectives.
4. Responsible for the administration of development agreements including subdivision agreements, site plan agreements, etc.

5. Undertakes research, provides input and assists with project management related to the development of planning policy and a variety of municipal plans/studies, including Community Improvement Plans, growth and environmental plans, etc.
6. Responsible for the maintenance of the consolidated comprehensive Zoning By-law and Official Plan.
7. In cooperation with the Chief Administrative Officer and the Management Team, provides assistance to advance the economic growth of the Township, with a focus on new and ongoing business development opportunities and ensuring compliance with all Acts, Regulations and By-laws.
8. Represents the Township on community, regional and intergovernmental organizations related to planning issues.
9. Responds to telephone, letter and counter inquiries from the general public, developers, investors, agencies and other levels of government pertaining to a broad range of development matters such as the processing of subdivisions, condominiums and amendments to and variances from municipal planning regulations. Provides interpretation of Township By-laws/policies and relevant applicable law.
10. Attends meetings, prepares reports and maintains records as required.
11. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
12. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
13. Prepare letters, public meeting notices, notices of passing, notice of decisions and notice of no appeals and circulate to property owner(s)/ applicant(s), neighbours and agencies.
14. Confer with the Township's Planning Consultant(s) when necessary.
15. Performs other duties and carries out special projects as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This position does not have any supervisory responsibilities.

## **JOB SPECIFICATIONS:**

- Must possess an Ontario Secondary School Diploma (OSSD).
- Must possess a Post-Secondary School Diploma related to Planning or Urban/Regional Planning Technology or equivalent.
- A minimum of (2) two years' work experience in the field of Municipal Planning.
- Student Membership in the Ontario Professional Planners Institute (OPPI) an asset
- In the process of obtaining Registered Professional Planner (RPP) designation an asset.
- Understanding of planning legislation including the Planning Act, the Municipal Act, Provincial Policy Statements, the County of Peterborough and Township Official Plans, other Federal and Provincial legislation pertaining to municipal planning.
- Presentation skills to provide advice, information, comment and respond to inquiries during formal Public Meetings, Council Meetings and Open Houses.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint), AgriSuite MDS (Minimum Distance Separation requirements), Adobe Acrobat, GIS, Municipal Connect, Keystone Complete an asset.
- Valid Ontario G Drivers' License and access to personal vehicle is required with a clean driver's abstract.

## **KEY PERFORMANCE COMPETENCIES:**

- Ability to adhere to strict deadlines.
- Ability to cope with several different requests and subjects simultaneously
- Understanding of applicable law, policies, by-laws and regulations pertaining to the planning approvals and building permit process
- Strong decision-making and problem-solving ability
- Excellent oral and written communication skills
- Excellent management and public relations skill
- Exceptional interpersonal and communication skills
- Presentation skills and ability to speak effectively in front of a group
- Research and analytical ability
- Sense of collaboration and ability to work in a team environment
- Exceptional attention to detail

- Customer service expertise

**WORKING CONDITIONS:**

Typical climate-controlled office environment with occasional travel to attend meetings, conferences, and seminars. Work activities require visual and mental concentration for varying durations of time. Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

**CONTACTS:**

Internal:	Mayor and Council Municipal Staff	Manager and colleagues Internal committees
External:	General Public Community Associations Lawyers Land Developers	Municipal Government Provincial and Federal Agencies Consultants

**I have read this Job Description and understand the job requirements of this position and the expected standards of performance.**

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Building Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date