

 Job Description	Position: Planning Coordinator	Page: 1 of 4
	Dept.: Planning & Development Grade: 6 Step: 1 Period: 35 Hrs/week	Reports to: Manager of Planning & Development
	Effective: ASAP	Revision Date: 2022-01-04

PRIMARY FOCUS

Reporting to the Manager of Planning & Development, the Planning Coordinator will be responsible for a wide range of responsibilities associated with responding to public inquires regarding land use and development opportunities and constraints, the review of Planning Act applications and the preparation of Public Notices, Committee of Adjustment agenda and reports and the circulation of applications for committee and council consideration.

The Planning Coordinator will have a thorough knowledge of Provincial Planning Polices, Zoning By-laws, Official Plans, the Planning Act and LPAT processes along with knowledge of GIS, statistical database management, excellent judgement, together with proven analytical, report writing, project management, communication, presentation, public relations, interpersonal, organizational, and discretionary skills.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • N/A 	<p><u>Budget & Asset Accountability</u></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> • Basic handling of general office supplies or standard office equipment • Ensuring that resources used in own job are not mislaid, damaged, or used improperly. • Recommending repair of office equipment and ensuring security <p><i>Financial Resources:</i></p> <ul style="list-style-type: none"> • Handling cash/cheques • Working within budgetary confines <p><i>Information Resources:</i></p> <ul style="list-style-type: none"> • Ensuring timely/accurate input and processing of data in a standardized format

<p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Manager of Planning and Development • Chief Building Official • Customer Service Coordinator <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the public • Service Delivery Agencies (County of Northumberland, Lower Trent Conservation, etc.) • Builders, Developers, Contractors • Legal Firms • Real Estate Agents 	<p><u>Working Conditions</u></p> <ul style="list-style-type: none"> • Minimal direct exposure to disagreeable environmental elements. Work is usually undertaken in an office environment in surroundings that are generally comfortable with little chance of exposure to injury or disagreeable elements. • Regular sensory effort required to check data on a regular basis and regular use of fine motor skills for keyboarding which may be over a sustained period of time on occasion. • Frequent work pressure to meet deadlines with very limited control over work pace; regular interruptions or changes to workflow that are unpredictable, imposed and/or controlled by others. • Fast paced office environment with significant interruptions. • High volumes of phone calls and emails daily.
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CORE JOB REQUIREMENTS

<p><u>Educational requirements</u></p> <p><i>Post-Secondary:</i></p> <ul style="list-style-type: none"> • Degree in Land Use Planning, Geography, or related discipline <p><i>Professional accreditation/certification:</i></p> <ul style="list-style-type: none"> • Minimum of two (2) years of experience in a Municipal Planning Department, or similar. <p><u>Related experience requirements</u></p> <ul style="list-style-type: none"> • Experience in a municipal environment preferred. • Knowledgeable and sound working practices involving the Planning Act, Provincial Policy Statement, A Place to Grow – GPPGH, Oak Ridges Moraine Conservation Plan and other related planning legislation/regulations/guidelines • Knowledgeable of rural & urban planning principles, practices, and processes <p><u>Other</u></p> <ul style="list-style-type: none"> • Valid G driver’s license and access to a vehicle for conducting site visits. • Eligible to Obtain a Criminal and Vulnerable Sector Check • Provide proof of vaccination for Covid-19 	<p><u>Technical skill requirements</u></p> <ul style="list-style-type: none"> • Excellent knowledge of the following: <ul style="list-style-type: none"> * Records management * Report writing skills * Interpersonal communications * Customer service * Organizational / time management, * Analytical, research and report writing skills. • Computer literate and proficient in: <ul style="list-style-type: none"> * Microsoft Office * Strong knowledge of Excel * GIS Software – working knowledge and experience * MPAC <p><u>Interpersonal skill requirements</u></p> <ul style="list-style-type: none"> • Excellent verbal communication skills • Excellent written communication skills • Detail oriented and analytical • Customer –service oriented • Strong organizational and prioritization skills • Collaborative, Team player • Ability to work under pressure to meet deadlines. • Ability to multi-task • Ability to interact with all levels both inside and outside the organization. • Ability to act with patience, diplomacy, discretion, and confidentiality. • Positive, professional, and enthusiastic demeanor
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JOB RESPONSIBILITIES

I. Managerial/Supervisory Responsibilities:

- N/A

II. Functional Responsibilities:

1. Respond to counter, phone and e-mail inquiries from real estate agents, property owners and prospective purchasers, regarding land use and development within the Township.
2. Providing verbal and written advice and information to the public, developers, agencies, other stakeholders on matters related to land use planning within the Township.
3. Assist the property owners/agents with Planning Act application submissions and requirements, pre-consultation requirements.
4. Monitoring, identifying, evaluating, and taking appropriate steps to support the land use planning capability of the Township.
5. Prepare Notices of Public Meetings, and circulations for Planning Act applications; manage agency and public comments.
6. Maintains the Planning and Development Website page and updates the Geographic Information System (GIS).
7. Under the direction of the Manager of Planning and Development, attend and provide information for meetings of Council, Committee of the Whole, Committee of Adjustment, Northumberland County meetings, public meetings, or as required.
8. Prepare (in accordance with legislation and ministry policies) correspondence, reports and resolutions under the direction of the Manager of Planning and Development for submission to Council.
9. Adhere to high standards of ethical behavior and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality.
10. General research and information gathering, including matters of confidential nature.
11. Other duties that may be assigned.

APPROVALS

CAO, or designate

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Date