

Job Information

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| Job title | Senior Planner | Job Code: SRPLN | Pay Grade: W |
| Title of immediate supervisor | Manager of Current Planning, Community Planning or Housing Planning and Policy | | |
| Department/Division | Planning | | |
| Prepared by | N. Pallan | | |
| Date Created | Mar 17, 2015 | Revised date | March 28, 2022 |

Job Purpose

Performs professional planning work in the areas of current or community planning within the Planning Department. Provides supervision to planners, planning technicians and planning analysts, as applicable.

Duties and Responsibilities

- Provides staff support and supervision within either Current Planning or Community Planning programs, making technical and administrative decisions, which may include personnel issues and budgets.
- Responds to the public needs, enquiries and complaints through written correspondence, phone conversations and in-person meetings.
- Researches, analyses and produces studies, reports and recommendations related to a variety of complex, multi-faceted policy issues and development applications.
- Makes independent decisions and exercises an independence of thought in addressing complex and challenging issues.
- Administers and supervises the review and processing of applications for rezoning, development permits, environmental development permits, development variance permits and building plans for development plan approval.
- Ensures compliance with zoning and other approved permits and associated legal documents such as housing agreements, heritage revitalization agreements and covenants.
- Works collaboratively and liaises with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers and the community to achieve planning and departmental objectives.
- Manages projects from initiation to completion, developing associated work plans and community engagement processes, managing project teams and adhering to timelines and budgets.
- Discusses and negotiates with developers and community stakeholders to achieve community goals and objectives
- Supervises and directs Planners, and/or Planning Technicians assigned to either current planning or community planning including the assignment and review of work; and performance coaching and counselling. Maintains performance standards and takes positive action to resolve issues.
- Represents the Planning Department at Council and Committee of the Whole meetings, Public Hearings, Advisory Design Panel, advisory committees, community planning meetings and events.
- Prepares and maintains comprehensive community and local area plans through community and stakeholder consultation.
- Coordinates and delivers the presentation of information before various groups and facilitates meetings and workshops.
- Oversees program budgets and reviews and approves work of consultants.
- Interprets, responds to enquires, and provides advice on Zoning Bylaw legislation and policy interpretation for other departments and the public.
- Collaborates with and assists Municipal Bylaw Enforcement Officers and provincial and federal agencies to monitor compliance with municipal bylaws and other regulations.
- Assists with interviews, selection and hiring of new and advancing employees.
- Performs other related duties as required.

Qualifications

- Master's Degree in Planning. Related Master's Degree may be considered with appropriate experience.
- Six year's progressive experience in the field of public planning, preferably in a municipal Planning environment.
- Membership in the Canadian Institute of Planners.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.