

JOB DESCRIPTION

JOB TITLE:

Planner 1/Special Projects Coordinator

Reports to:

Manager, Community Development

OVERVIEW

Reporting to the Manager, Community Development, the Planner 1/Special Projects Coordinator will:

- Assist with the coordination of the full range of municipal planning services including addressing general public/landowner/developer enquiries, processing land use and planning related applications, conducting research and providing support related to planning matters.
- Provide professional and efficient administration and project management services related to special projects or duties for the municipality including but not limited to by-law and policy reviews/interpretation, service agreements, process reviews, procurements, follow up on advisory committee input, etc., and other duties as assigned.
- Provide assistance and support to other departments as required/requested by the CAO/Clerk or Manager, Community Development.

Key responsibilities – Planning:

As delegated by the CAO/Clerk or Manager, Community Development, provide day-to-day planning support to the public, landowners, and developers including fielding general planning and development inquiries, such as but not limited to zoning enquiries, Official Plan enquiries, enforcement and referring inquiries to other staff and/or United Counties of Leeds Grenville, as appropriate.

Working with the Manager, Community Development to assist with coordinating, administering, tracking and monitoring applications for municipal planning approvals, such as (but not limited to) applications for Zoning By-law amendment, Official Plan amendment, Minor Variance, Site Plan Control Agreement, and others.

Working with the Manager, Community Development, create resources, process documents, and frequently asked questions to be posted on the municipal website and to aid in handling planning related enquires and correspondence.

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Assist with the interpretation, administration and revisions/reviews of the Village of Merrickville-Wolford Official Plan, Zoning By-Law, and related policies and regulations.

In coordination with Manager, Community Development, work with local authorities, government agencies, conservation authorities, municipal advisory committees and other local, regional, provincial and federal authorities on planning related matters.

Working with contracted Professional Planners, the Manager, Community Development and internal staff, to conduct research & analysis, draft zoning clearance letters and prepare & present standard planning reports, as required.

As assigned by the CAO/Clerk or Manager, Community Development, attend Council meetings, Committee of Adjustment meetings, Planning Advisory Committee meetings, pre-consultation meetings and other planning related meetings, including providing support and advice to the committees.

As appointed and/or as assigned by the CAO/Clerk or Manager, Community Development and subject to legislative and Village policy requirements, may act as Planning Advisory Committee Secretary and/or Committee of Adjustment Secretary / Treasurer.

Key responsibilities – Special Projects

Undertake and coordinate special assignments/projects including, but not limited to, policy and By-law reviews/drafts, service and legal agreements, procedural improvements, procurements, process reviews, process oversight for tenders, etc.

Work collaboratively with the CAO/Clerk's office, and other departments as delegated by the CAO/Clerk, in preparation of reports, by-laws, research and essential business processes related to assigned program areas which may include assignment/appointment as Council Deputy Clerk or/or election Deputy Returning Officer.

Undertake special assignments and projects as delegated by the CAO/Clerk or Manager, Community Development, researching, analyzing and preparing background material, reports and other documentation for senior leadership.

Using project management and critical reasoning skills, undertake a broad spectrum/various special projects as delegated by the CAO and Senior Management Team from time to time.

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GENERAL

1. Ensure a high level of transparency and accountability while respecting and adhering to confidentiality requirements, including those under the *Municipal Freedom of Information and Protection of Privacy Act* and any relevant policies and procedures of the municipality.
2. Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the *Occupational Health and Safety Act*.
3. Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Equivalent to community college in Community Planning is required. University degree in Planning or a closely related degree is strongly preferred.
- Minimum of two years of relevant planning experience in municipal government.
- General knowledge of the Planning Act and related senior government legislation.
- Experience coordinating, supporting and facilitating projects in a deadline driven environment including experience drafting and reviewing various project documentation, such as: project charters and plans, business cases, project activities and deliverables trackers, project status reviews, project meeting minutes, etc is preferred.
- Demonstrated excellent computer skills including proficiency in business software packages including MS Office (i.e. Word, Excel, Outlook, Visio and PowerPoint) to create spreadsheets, reports, visual graphs & dashboards, presentations, process flows and project status reports.
- Experience working with Geographic Information Systems in a municipal government environment.
- Excellent interpersonal, communication, presentation and writing skills are required as well as the ability to work cooperatively with others in an interdisciplinary team and across functions.
- Eligibility for membership in the Canadian Institute of Planners.

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- Strong research and analytical skills in managing, maintaining, assessing and reviewing data, standards, processes and services to identify best practices and opportunities for improvements.
- Strong problem solving, conflict resolution, time management and prioritization skills, including planning, communicating, organizing and coordinating projects and acting on assigned tasks.
- Strong customer service orientation along with an ability to establish and maintain effective stakeholder relationships.
- Private use of vehicle; must have immediate accessible transportation.

WORKING RELATIONSHIPS

INTERNAL: Municipal employees; Municipal Council members; Committee Members.

EXTERNAL: Members of the public; developers; various municipal, provincial & federal government departments and agencies; local, regional, provincial & federal groups.

SUPERVISION

No supervision of staff.

WORKING CONDITIONS

Occasional travel is required.

Normal work week is 35 hours with additional nights and weekends, when necessary.

Compensation: \$52,343 - \$63,683 annually (2021 rate)