

# **The Town of Parry Sound - Position Description**

Date: November 1, 2021

## **Position Title:**

**Principal Planner**

## **Reporting Relationship:**

Reports to and works under the direction of the Director of Development and Protective Services.

## **Purpose of the Position:**

1. To plan and manage the activities and operations of the Town's planning functions, professional planning advice and direction to the Corporation, update and develop policies and procedures to ensure alignment with legislative, policy and regulatory requirements and community development.
2. To provide advice on property matters.

## **Scope of the Position:**

Manages according to Council adopted policy and procedures, provincial legislation, and as directed by the Director of Development and Protective Services.

## **Responsibilities:**

1. Manage the effective and efficient administration of the planning processes and services of the Corporation.
2. Provide direct supervision of the shared department Administrative Assistant.
3. Process and prepare reports to Council and Committee of Adjustment and correspondence on development applications and Planning Act approvals.

4. Attend Council meetings and its committees, as needed as well as Committee of Adjustment meetings to provide advice and make presentations as required.
5. Liaise with the public and client-group, and respond to enquiries related to planning matters.
6. Attend meetings of the Staff Management Committee to present proposed reports, answer questions and obtain input.
7. Represent the planning function of the department at various meetings.
8. Present evidence at Ontario Land Tribunal hearings as required.
9. Perform land use planning research and data collection functions.
10. Assist support staff in preparing map schedules for reports, Official Plan amendments, Zoning By-laws, and public circulations.
11. Develop and maintain a bank of helpful planning information and provide information to senior management on future planning direction and development trends.
12. Oversee the preparation of mailing lists related to planning files to advertise public meetings.
13. Assist the building function of the department with regard to Zoning By-law compliance and provide support assistance in the preparation of letters and forms regarding the zoning status of properties.
14. Assist the economic development function with regard to planning/land use matters.
15. Conduct field visits as necessary to assess development proposals, ensure compliance with by-laws and agreements, and plan preparation and local property knowledge.
16. Serve as the municipal staff representative to government/quasi-government development agencies, including area planning agencies in the West Parry Sound District, providing advice and direction on Town and area-wide planning matters.
17. Directly supervise the Committee of Adjustment Secretary-Treasurer.
18. Perform other duties as assigned in accordance with departmental and corporate objectives.

## **Working Relationship and Contacts:**

- 1. With the Director of Development and Protective Services.**
  - a) Receives direction, guidance, and encouragement; discusses plans and priorities.
- 2. With Administrative Assistant Staff.**
  - a) Provides leadership, guidance, support, encouragement, and maintains control through teamwork and direction in concert with applicable law and Town policies.
- 3. With Other Staff.**
  - a) Works, in a spirit of cooperation and teamwork, with other staff.
- 4. With the Public.**
  - a) Courtesy, cooperation and a positive, helpful approach.

## **Experience, Education, Knowledge and Skill:**

1. University degree in planning, environmental studies or a related field.
2. Full membership in Canadian Institute of Planners and holds Registered Professional Planners designation or eligible for Full Membership.
3. Five to eight years of related work experience or an equivalent combination of education, training and experience.
4. Thorough knowledge of the Planning Act, Provincial Policy Statement, and other provincial legislation and policies that affect land use planning and development.
5. Ability to effectively research and analyze relevant information to clearly interpret legislation and by-laws related to planning matters.
6. Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion.
7. Demonstrated customer-service and interpersonal skills at a level to develop and to maintain cooperative/collaborative working relationships both within and outside the Corporation.

8. Demonstrated ability to express ideas effectively orally and in writing.
9. Well-developed project management skills, including the ability to set priorities, solve problems, and meet deadlines under pressure.
10. Proficient in Geographic Information Systems software (an asset), word processing and other software applications.
11. Ability to set priorities and work independently.

### **Impact of Error:**

1. Errors in omission, analysis, judgement, and in the rendering of advice could result in legal and/or financial ramifications.
2. Errors could lead to poor public relations and loss of professional credibility.

### **Physical Demands:**

Work requires a variety of physical effort, including an equal mix of sitting, standing, and walking daily.

### **Sensory Demands:**

Work requires a daily mix of visual, auditory, and mental concentration.

### **Working Conditions:**

1. Work environment has minimal or no disagreeable working conditions; work has a high public profile with frequent public contact; and is subject to deadlines and interruptions.
2. Some overtime and evening meetings are required.

### **Control:**

Supervised by the Director of Development and Protective Services