



## **Job Description**

### **Corporation of the County of Essex**

**Job Title:** Planner

**Department:** Planning Services

### **Summary of Function**

Under the direction of the Manager, Planning Services, the Planner is responsible for processing Planning Act applications including subdivisions, condominiums, Official Plan Amendments and Part Lot Control Exemption By-laws. The Planner will provide assistance to other departments as it relates to planning matters, i.e. property advice and information, interpretations of the Planning Act and County Official Plan. The Planner will be responsible for attending meetings and providing planning opinions to members of the public, municipalities and steering committees under the direction of the Manager, Planning Services. The Planner will also assist with the review and development of regional strategic planning initiatives including the review of the County Official Plan and associated background studies and other regional planning initiatives as determined appropriate by the Manager and as directed by County Council.

<b>Task</b>	<b>Description</b>	<b>Frequency</b>
1	Develop and co-ordinate project work plans, draft request for proposals, budgets and timelines for new regional strategic planning initiatives. Assist the Manager, Planning Services with the development of associated planning studies and reports to support new policy directions.	As Needed
2	Provide technical planning advice and information to the public, applicants, internal departments, and government agencies. Ensure Planning regulatory requirements are achieved and respond to resident and agency inquiries and concerns.	Ongoing
3	Draft letters, minutes, notices, decisions and reports associated with Planning Act applications ensuring adherence to the legislated requirements of the Planning Act and regulations. Prepare and process development applications for which the County is the delegated approval authority on behalf of the Province.	Ongoing
4	Prepare maps and images for planning projects and initiatives using ARC GIS software, geocortex and Adobe.	As Needed

<b>Task</b>	<b>Description</b>	<b>Frequency</b>
5	May be required to compile statistics on such things as demographics or property use as it relates to reassessing community goals and strategies for the new Official Plan and regional studies.	As Needed
6	Assist in the review and evaluation of comments from departments, agencies and Ministries for subdivision and condominium applications in the preparation of draft conditions of approval.	As Needed
7	Conduct research, analysis and prepare presentation materials for County Council meetings and other committee meetings on matters related to assigned projects.	Ongoing
8	Provide background information and planning related regulatory support to County Council meetings, steering committee meetings, and other meetings as required and assist in making presentations.	As Needed
9	May be called to present expert testimony and planning opinions under the LPAT related to appeals of County Planning decisions.	As Needed
10	Sit as a member of working groups related to assigned projects (e.g. Inter-municipal Consultation Committee; Official Plan Technical Advisory Committee) in order to provide advice and input.	As Needed
11	Provide input into the policies of the County Official Plan and assist with public consultations and implementation.	As Needed
12	Coordinate/draft public newspaper notices as it relates to the County Official Plan review.	As Needed
13	Perform other related duties which may be assigned from time to time.	Ongoing

## **Qualifications**

### **Education:**

- Minimum University degree in Land-Use Planning, Urban Geography or a related field
- Membership in the Ontario Professional Planners Institute is strongly encouraged

- Candidate is either to be a full Member of the Canadian Institute of Planners (MCIP) and a Registered Professional Planner (RPP) or be working toward attaining professional designation

**Experience:**

- A minimum of three years of experience is required, preferably in the public sector, or experience in a related field may be considered if demonstrated to be applicable
- Experience working in administrative and customer service environments
- Experience in developing Requests for Proposal, project budgets and managing complex strategic planning projects

**Knowledge:**

- Working knowledge of the Planning Act and associated regulations and other related legislation
- Knowledge and demonstrated abilities in effective writing techniques
- Knowledge of the principles and practices of planning
- Demonstrated knowledge of a relevant specialization such as growth management principles, environmental, affordable housing , aging, and/or cultural /built heritage would be considered an asset
- Knowledge of principles and practices of research and data collection
- Statistical and mathematical knowledge and ability to apply such knowledge in practical situations
- Sound knowledge of computer software applications required to perform planning duties including ARC GIS

**Skills:**

- Excellent organizational ability, oral communication, and written communication skills
- Demonstrated interpersonal skills in dealing with the public, staff, Councillors, committee members, outside groups and agencies
- Proficiency in Microsoft Outlook, Excel, Word, Adobe Acrobat Professional, Power Point and image editing software
- Ability to record minutes of meetings

## **Organizational Relationships**

1. Chief Administrative Officer
2. Manager of Planning Services
3. Planner

## **Working Conditions**

- Work is conducted in an office environment.
- Hours of work are 40 hours per week, Monday through Friday with evening and off-site meetings as required.
- The Planner will be required to attend early morning or evening meetings as necessary to accommodate on-going projects.
- Occasional lifting up to 10kg.
- A valid Ontario driver's license and use of a vehicle is required.

**Date Approved:**

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**Supervisor's Signature:**

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