

Township of Southgate

Job Description

Date of Update: December 16, 2022	Junior Planner
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Clint Stredwick
Job Title: Junior Planner	Supervisor's Job Title: Municipal Planner
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department(s)/Division: Planning
Employment Status: Full Time Salaried Position	Pay Band: 9

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Planner, the Junior Planner is responsible for assisting the Planning department in carrying out the duties, responsibilities, and workplan of the department.

Performs the duties of a Junior Planner for the municipality to review application, provide technical and administrative support as required to the Municipal Planner. Task may include assisting in preparation of applications for circulation and processing, attend meetings, issuing notice, zoning compliance checks, certifying conditions and stamping deeds. Review and prepare reports on a variety of planning applications and policies and make presentations to Committee and Council as required. Provide accurate and professional information to applicants, consultants, developers and the general public for phone inquiries, hold pre-consultation meetings to confirm complete application and to assess fees in advance of the start of the planning approval process. Liase with other municipal staff, provincial ministries, and agencies.

Public	<ul style="list-style-type: none"> • Provides professional planning assistance to members of the community on varied land use projects as assigned. • Ensures notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled. • Act as the municipal contact in Southgate to facilitate & assist developers and/or customers in community growth and development, working with the Economic Development Officer (EDO). • Maintain an inventory or knowledge base of available lands for development that are publicly or privately owned that meets the requirement of the official plan and the proper zoning requirements. 	
Information/ Records Management	<ul style="list-style-type: none"> • Assists with notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled and documents retained in planning files. • Responsible for the records management function of the Corporation related to the Planning department including maintaining files and records in accordance with the Municipal Freedom of Information & Protection of Privacy Act and in accordance with legislative requirements and corporate policy. • Responsible for ensuring the Official Plan, Zoning By-Law and required planning documents and necessary notices are posted to the Southgate website and remain current and up to date. 	

Section B: Skills

1) Formal Education and External Training

<p>Highest level required</p> <p><input type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input type="checkbox"/> Community College</p> <p><input checked="" type="checkbox"/> University Degree</p> <p><input checked="" type="checkbox"/> Individual Courses</p>	<p>Specific Specialty or Degree? (List)</p> <p>Post secondary degree in Urban and Regional Planning or related field.</p> <p>Experience and/or formal training in Municipal Administration.</p> <p>Professional designation as a Registered Professional Planner with membership in C.I.P./O.P.P.I. an asset.</p>
<p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Discuss:</p>	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none">- Administration and Management- Finance- Legal/Legislative/Procedural- Information Technology	On the job training with experience On the job training with experience. Training, seminars & webinars, On the job training with experience.

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">- Formal training or work experience in planning- Previous Municipal Planning experience- Well-developed knowledge of planning disciplines, such as urban design, affordable housing, economic development or land use.- Knowledge of principles, methodology, practices of research and data collection- Knowledge of effective writing techniques- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS- Fundamental knowledge of GIS	2 years Would be an asset Would be an asset Would be an asset Would be an asset Would be an asset Would be an asset

4) Other Key Skills:

<ul style="list-style-type: none">- Good organizational and analytical skills.- Good communication and interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers- Excellent oral and written communication skills for preparing and presenting planning reports and projects- Computer and software application skills.- Team player with good time management skills.- Ability to work on several projects or issues simultaneously and manage projects effectively and meet firm deadlines- Creative problem solving skills- Knowledge of Federal, Provincial, County and related agency's complex and changing statutes, regulations and by-laws as they relate to the municipality and planning services.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates	N/A		
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Frequently		

Depart. Head (other dept.) Staff other municipalities CAO	Frequently Occasionally Occasionally		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residents) Business representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Frequently Seldom Occasionally Seldom Frequently Frequently Frequently Seldom Occasionally Seldom Occasionally Occasionally Occasionally Seldom Seldom Occasionally		
Interpersonal skills: Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the general public.			

6) **Decision Making**

Works with detailed and complex materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations. Major decisions will be forwarded to the Municipal Planner.

7) **Problem Solving Responsibilities**

Problems frequently require a decision that follows regulations, policies, and procedures. Uses Municipal Act, Planning Act, Provincial Policy Statement, Municipal By-laws and resolutions of Council which are all part of the framework to create solutions and resolve problems. Complex problems will be sent to the Municipal Planner.

8) **Equipment & Technology Utilized**

Computer and other standard office equipment.
Software knowledge of GIS mapping, Word, Excel & Power Point
Municipal Software – Property, taxation, accounting, etc.

Section C: Responsibility

1) Program Delivery

Responsibility for Planning Department as a service and its program deliver.
Oversees work of Administrative & Legislative Assistant to provide assistance to the public and the employee's planning education and development of skills.

2) Impact and Accountabilities

Accountable to the Municipal Planner.
Professional responsibility as Land Use Planner.
Errors can have an adverse impact on financial resources, departmental & program effectiveness, public perception & relations and potential for serious political & legal problems.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Indirect Subordinates or Support Staff – Job Titles	Number of Staff
Administrative & Legislative Assistant Position	1
Provides training/instruction to others – Indirect Subordinates -Job Titles	Number of Staff
N/A	

4) Material and Information Resources

- Municipal Act
- Planning Act
- Provincial Policy Statement
- Environmental Protection Act
- Clean Water Act
- Species at Risk Act
- Source Water Protection Act
- County Official Plan
- Southgate Official Plan and Zoning By-law
- Southgate Policies and Procedures
- Municipal By-Laws
- Conservation Authority Agreements

5) Financial Resources

None.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling	X				
Lifting/Carrying	X				
Dust		X			
Odours		X			

2) Health & Safety Hazards

Sitting for long periods.

Infrequently attends job sites where hard hats and work boots may be required

Health and Safety Responsibilities

Responsible for working safely by following rules, training, and discipline as required.

Responsible for working in a safe manner.

3) Travel

Attend evening council meetings or other evening public meetings as necessary in varying weather conditions.

Attend workshops, training, meetings, as required to keep current.

Use of a personal vehicle for business travel is a requirement of the position and is compensated.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment (open concept: lack of privacy, distractions and interruptions, background noise).

Working hours mostly 8:30am-4pm but some after hours may be required to attend evening meetings.

Position deals with angry people (customers) on occasion not willing to hear what you have to say.

Shift attention from one task/activity to another based on demands of the position or others.

Section E: Effort

1) Mental Effort

Works with under the stress of continual public and inter-departmental contact and the pressure to meet strict deadlines.

Multiple demands/deadlines.

A Municipal Planner position requires high level of mental effort to make recommendations, ensure compliance, conduct research, solve problems, deal with personal financial issues and deal with people.

2) Physical Effort

Minimal physical effort.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____

Signature

Date Completed: _____

Supervisor: _____

Signature

Date Completed: _____

CAO: _____

Signature

Date Completed: _____