



## **PLANNER I**

### **NATURE OF WORK:**

The principal responsibility of this position is to review and make recommendations to the Planning Board, Heritage Board, Design Review Committee and Council on zoning and development, and related enforcement matters within the City. The incumbent will also assist with the development of policy on current and long-range planning matters as well as provide planning advice on special projects.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Planning.
- Works closely with all members of the Planning and Heritage Department.
- Develops and maintains working relationships with departmental managers, supervisors, and all City employees to assist with Planning related functions.
- Relates to Council through the Manager of Planning and the Director of Corporate Services as well as directly through various Standing Committees.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

### **PRIMARY FUNCTIONS AND ACCOUNTABILITES:**

- Interprets and explains the Official Plan, Zoning & Development By-law, Planning Act, and other relevant planning instruments to assist clients and to process development applications.
- As a committed member of the City of Charlottetown team, the Planner I will act as a positive role model for all employees throughout the organization.
- Responds to project inquiries and correspondence from the general public, developers, and members of the legal community.
- Reviews building permit applications as well as other permit applications to ensure compliance with City policies and regulations. Where necessary, conducts site investigations to determine compliance with regulations.

- Reviews, evaluates, and processes applications for subdivisions, lot consolidations, By-law amendments, re-zoning applications, variances, and site plans.
- Prepares and processes Official Plan and Zoning & Development By-law amendments, including the preparation of all material necessary for public hearings.
- Provides formal recommendations on land use matters and delivers presentations to the Planning Board and City Council.
- Acts as an administrative advisor to Council, Planning Board, Heritage Board and Design Review Committee and, where necessary, attends and represents these bodies at meetings.
- Reviewing site plans, landscape plans, and design drawings to ensure that they meet urban design criteria.
- Performs other related duties, responsibilities, or functions as assigned.

**REQUIRED COMPETENCIES:**

- Sound judgment and excellent decision-making skills.
- Advanced verbal and written communication skills with a high level of attention to detail and the ability to engage others.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively
- Ability to manage relationships with external agencies and citizens on behalf of the City Corporation.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- A strategic and creative thinker with the ability to work with detailed processes.
- Exceptional organizational and time management skills to meet frequent and aggressive deadlines.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office and technical software and database applications related to duties.
- A comprehensive knowledge of the planning principles that apply to development in an urban setting, including the methods and procedures by which developments are approved.
- Ability to work overtime on occasion to accommodate evening meetings or events.

## **REQUIRED QUALIFICATIONS:**

- A minimum of two (2) years of experience as a Planner in a municipal environment.
- A recognized post-secondary degree or diploma in Urban Planning in a program recognized by the Canadian Institute of Planners.
- An equivalent combination of education experience may be considered.

**Salary: \$63,201.25 - \$74,354.73 as per the UPSE Salary Grid**

### **How to Apply:**

Please submit a cover letter, detailed resume, and references by e-mail to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) Your application must be clearly marked “**Application for Planner I – Planning and Heritage**” and submitted by **December 3, 2022, at 4:00 pm**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) or 902-629-4110 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.