



PLANNER II

NATURE OF WORK:

This is professional, administrative work where the principal responsibility will be to review and make recommendations to the Planning Board, Heritage Board, and Council on zoning and development, and related enforcement, matters within the City. The incumbent will also participate in 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:

- As a committed member of the City of Charlottetown team, the Planner II is required to act as a positive role model for all employees throughout the organization
- 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 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.
- 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, carries out site investigations to determine compliance with regulations.
- Reviews, evaluates, and processes applications that are submitted to the City for subdivisions, lot consolidations, By-law amendments, rezoning 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.
- Serves as an administrative advisor to Council, Planning Board, and Heritage Board and, where necessary, attends and represents these bodies at meetings, hearings, and appellate proceedings.
- Serves as a City liaison with the general public and other government and non-government agencies and committees on planning and development matters.
- Reviews site plans, landscape plans, and design drawings to ensure that they meet urban design criteria.
- Prepares planning reports and briefs for the Planning Board, Heritage Board, and Council as required.
- Makes formal recommendations on land use matters and delivers presentations to the Planning Board, Heritage Board and City Council.
- Prepares development, encroachment and roads and streets agreements as well as and other legal documents.
- Reviews deeds, easements, right of way agreements and prepares such agreements for the registration process.
- Gathers data and analysis of census information, building statistics, land-use information, and servicing information; formulates conclusions and creates reports.
- Participates in the development of policy on current and long-range planning and provides planning advice on special projects.
- Performs other related duties, responsibilities, or functions as assigned.

REQUIRED COMPETENCIES:

- Sound judgment and excellent decision-making skills.
- Excellent writing and communication skills and a high level of attention to detail.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A demonstrated ability to deal with sensitive or confidential matters with discretion and tact.

- Ability to manage relationships with external agencies and citizens on behalf of the City Corporation.
- Advanced, verbal, and written communication skills and the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office 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.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Experience working with planning specific software and GIS applications.
- Demonstrated project management, negotiation, and public consultation skills are an asset.
- Ability to work overtime on occasion to accommodate evening meetings and events.

REQUIRED QUALIFICATIONS:

- A minimum of five (5) years of experience as a land use planner in a municipal environment.
- A recognized degree in planning from a program accredited by the Professional standards Board.
- Must be a current Member of the Canadian Institute of Planners MCIP. **Candidates who are eligible for full membership with the Canadian Institute of Planners may be considered.*
- Must hold the designation of an RPP, Registered Professional Planner.
- An equivalent combination of education along with planning and/or development control experience may be considered.

Salary: \$71,358.87 - \$83,952.32 as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Planner II – Planning and Heritage**” and submitted by **November 23, 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 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.