



## Municipality of West Elgin

### Job Description

**Title:** Municipal Planner

**General Supervisor:** CAO

**Department:** Administration

**Positions Supervised:** 0

### **Position Summary**

Reporting to the Municipality of West Elgin's CAO and the Township of Southwold's CAO, the Planner reviews and processes development applications made under the Planning Act and other legislation, and prepares and presents professional planning advice, research, reports and recommendations to the local Councils. This position will supply services to both the Township of Southwold and the Municipality of West Elgin.

### **Key Responsibilities:**

- Support and manage resources for the planning department.
- Ensure compliance with relevant legislation requirements.
- Manage, analyze, and make recommendations on a range of development applications, including conducting site visits.
- Prepare notices, planning reports, zoning by-laws and official plan amendments and defend the position at the Ontario Land Tribunal.
- Directs the Township's Official Plan and zoning by-law review, processes long-range planning objectives and strategies, identifying, and overseeing the review of special study areas, facilitating, and ensuring public consultation/participation on same, and reviewing and/or preparing associated reports and recommendations to Council.
- Develops and facilitates implementation of annual departmental goals and objectives that are aligned with Council's direction and annual operating budgets.

### **Qualifications and Requirements:**

- University degree in Planning or related discipline and eligibility for membership with the Ontario Professional Planners Institute (OPPI) preferred.
- Three years' experience as a Planner, preferably in a municipal setting.
- Minimum Three (3) years of development planning experience, preferably in a municipal environment.
- Sound knowledge of the Ontario Planning Act and Provincial Policy Statement.
- Demonstrated experience in the review and preparation of various planning applications.
- Strong working knowledge of the Planning Act and other building/zoning/property maintenance- related legislation/regulations/standards and related enforcement processes.
- Excellent interpersonal, project/time management, research and report writing skills, communication, presentation, problem-solving/mediation, staff leadership, and computer skills including Microsoft Office Suite.
- High degree of accuracy, attention to detail and record keeping skills, research and problem-solving skills, report writing skills and proven ability to communicate clearly and effectively both orally and in writing.

- Experience working with Geographic Information Systems (GIS) software considered an asset.
- Valid drivers' license, the use of a vehicle, and the ability to travel as required to fulfill job responsibilities.

### **Working Conditions**

- Some exposures to the elements and hazardous conditions.
- Exposure to unpleasant or irate people.
- Some exposure to hazardous materials