

# CITY OF CHARLOTTETOWN

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## PLANNING & DEVELOPMENT OFFICER Term Position

### JOB DESCRIPTION

**POSITION:** Planning & Development Officer

**RESPONSIBLE TO:** Manager of Planning

**NATURE OF WORK:** This is professional and administrative work where the principal responsibility will be to review and make recommendations to the Planning, Development and 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 position requires skill sets that include tact, initiative, and good negotiation abilities. The incumbent will ensure that the confidentiality of City affairs is respected and practised at all times.

*Note: This job posting 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.*

### ILLUSTRATIVE EXAMPLES OF WORK:

- Interprets and explains the Official Plan, Zoning & Development By-law, and other relevant planning instruments to assist clients and to process development applications.
- Responds to project inquiries and correspondence from the general public, developers, members of the legal community, and others.
- 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 for subdivisions, lot consolidations, By-law amendments, variances, and site plans that are submitted to the City.

- 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 and Development Board, and Heritage Board and, where necessary, attends and represents these bodies at meetings, hearings, and appellate proceedings.
- Serves as a liaison with the general public and other government and non-government agencies and committees on planning and development matters. Prepares relevant reports and briefs as required.
- Gathers data and analysis of census information, building statistics, land-use information, servicing information, and formulates conclusions and reports related to this function.
- 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 by the Manager of Planning or senior management.

#### **KNOWLEDGE AND ABILITIES:**

- Ability to communicate well orally and in writing.
- Be able to establish and maintain effective working relationships with fellow employees, government officials, development industry representatives, and the public-at-large.
- Have 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.
- Tact, initiative, professional competence, and good negotiation skills.
- Knowledge of, and experience with, computers, planning software, and GIS applications.

#### **EDUCATION AND EXPERIENCE:**

- Possess a degree in a planning related field and hold or qualify for CIP membership.
- An equivalent combination of education along with planning and/or development control experience may be considered.

Salary assigned: VACE Band D

Reply in confidence with detailed resume by 12:00 noon, September 13, 2010 to:

Human Resources Manager  
City of Charlottetown  
PO Box 98  
Charlottetown PE CIA 7K2

All applications should be in a sealed envelope, clearly marked "**Application for Planning & Development Officer**".

The City of Charlottetown is an Equal Opportunity Employer.