



Municipality of the District of Chester Employment Opportunity

Planner

The Municipality of the District of Chester is seeking to fill a full-time Planner position. The Planner will be knowledgeable in a broad range of planning matters, has some specialized expertise, provides intermediate-level professional planning services and leads a wide variety of professional planning services or projects.

The incumbent will demonstrate specialized knowledge in one or more areas of expertise such as Development Review, Community Planning, Regional Planning, Urban Design, Heritage & Cultural Planning, Infrastructure Planning, Transportation Planning, Environmental Planning and Socio-Economic Research.

Qualified interested individuals are required to obtain a complete job description by contacting the undersigned or visiting the website at www.chester.ca.

Wage Range: Middle Managers/Coordinators

Closing Date & Applications – Submit resume along with three professional references no later than **4:00 p.m. on Friday, February 9, 2018** to the undersigned:

Pamela Myra, Municipal Clerk
Municipality of the District of Chester
151 King Street
P.O. Box 369
Chester NS B0J 1J0
employment@chester.ca
902-275-4771 Fax

Although we thank all applicants, only those selected for an interview will be contacted.



Municipality of the District of Chester

Position Description

Position Title:	Planner
Department:	Community Development Department
Reports to:	Director of Community Development
Location:	Municipal Complex (186 Central Street and 151 King Street), subject to change
Salary Band:	Middle Managers/Coordinator
Status:	Permanent Fulltime
Classification:	Administrative
Hours:	Generally, Monday to Friday, 8:30 a.m. to 4:30 p.m., evening and weekend work may be required
Updated:	January 2018

SCOPE

The Planner is knowledgeable in a broad range of planning matters, has some specialized expertise, provides intermediate-level professional planning services and leads a wide variety of professional planning services or projects.

The incumbent demonstrates specialized knowledge in one or more areas of expertise such as Development Review, Community Planning, Regional Planning, Urban Design, Heritage & Cultural Planning, Infrastructure Planning, Transportation Planning, Environmental Planning and Socio-Economic Research.

The Planner leads and performs intermediate-level professional work and provides technical assistance and information to staff and the public related to a broad range of planning matters, evaluates and processes development agreements, and land use by-law amendments and other planning applications and prepares detailed reports and recommendations and presents on planning proposals to Municipal Council, and Senior Administration and Committees.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

1. A University Degree in planning or a related field. A Master's Degree in Planning would be an asset.
2. 2 or more years of experience in a professional planning office and able to demonstrate a general knowledge of municipal government operations.
3. Eligibility to be licensed as a Licensed Professional Planner as per the NS Professional Planners Act is required.
4. Experience with GIS mapping is an asset.

SUMMARY OF FUNCTION

Duties and Responsibilities:

Research & Analysis

1. Researches, collects and analyzes data, including but not limited to statistical data, existing land use, and environmental data.
2. Researches, conducts studies, and reports to Council and its Committees on planning-related matters and other topics as required.
3. Identifies emerging planning trends, policies and best practices from other jurisdictions and makes recommendations on business unit policies and planning initiatives to address community problems
4. Monitors effectiveness of existing planning policies, business processes and regulations and makes recommendations for improvements when necessary

Policy and Regulatory Development

1. Leads or supports the review and updating of the goals and policies of the existing Municipal Planning Strategy, Chester Village and Area Secondary Planning Strategy and accompanying Land Use By-laws.
2. Prepares Municipal Planning Strategy, Land Use By-law, Subdivision By-law,

Development Agreement and amendments to these documents, together with any related advisory reports, in consultation with Council, municipal and provincial staff and the public.

3. Carries out all procedures required by statute for the adoption, amendment and implementation of Municipal Planning Strategy, Land Use By-law, Subdivision By-law and Development Agreement.
4. Consults with Community Development staff, Citizen Advisory Panel, and Municipal Council to develop land use policies and regulations consistent with strategic priorities, and other policies relating to the physical, social and economic well-being of the Municipality.

Public Engagement

1. Attends, makes presentations and participates in discussions at meetings of Council, Council Committees, and community groups.
2. Designs and facilitates public meetings representing the Municipality on a variety of planning matters

Advisory Role

1. Monitors effectiveness of existing planning policies, business processes and regulations and makes recommendations for improvements as necessary
2. Advises and seeks advice from Council on all planning-related matters, with emphasis on the preparation, amendment and implementation of Municipal Planning Strategy, Land Use By-law, Subdivision By-law and Development Agreement.
3. Reviews statements of Provincial Interest, Provincial strategies, and policies related to environment, transportation, infrastructure, coastal management, housing and water resources, etc. and prepares briefing documents for consideration in policy and decision-making processes.
4. Reviews existing policies and plans to ensure action items and policies relating to climate change, as well as sustainability, healthy communities, economic development, infrastructure, and other current and emerging issues are addressed in the Review.

Compliance and Appeals

1. Works with Community Development Staff, participates in field evaluations and assessments and
2. Works with Development Officer and By-law enforcement personnel, investigates violations of planning regulations
3. Acts as witness in legal proceedings as necessary and provides expert advice at

the Utility and Review Board and Court

Development Control

1. Carries out the duties of the Development Officer in the absence or incapacity of the Development Officer. Refer to the job description for the Development Officer.

Business Unit

1. Advises and makes recommendations on business unit policies and procedures related to land use planning and development programs or strategic corporate initiatives
Represents the business unit or the municipality as a team member, or independently, on assigned planning matters

Contractual Duties

1. Carries out the duties of the Municipal Planner and the Acting Development Officer for any municipal units, which have contracted services from the Municipality, including but not limited to the Town of Mahone Bay.

SKILLS AND KNOWLEDGE

1. Demonstrated knowledge of the Municipal Government Act and knowledge of other statutes that affect planning and administration.
2. Knowledge of the principles and practices of planning.
3. Knowledge of principles and practices of research and data collection.
4. Knowledge of effective writing techniques, including plain language writing skills.
5. Advanced skills and knowledge of computer hardware and software programs, including
6. Microsoft Office, Internet applications, and GIS.
7. Ability to communicate in a clear and timely manner with a variety of stakeholders.
8. Excellent presentation and facilitation skills, both in small group and large group settings
9. Strong prioritization and project management skills, including the ability to work on several projects or issues simultaneously.
10. Ability to work independently or in a team environment as needed
11. Ability to attend to details while keeping big-picture goals in mind.
12. Able to demonstrate a thorough knowledge of basic legal principles of land development and zoning, form-based codes, and current planning trends.
13. Ability to write clearly and prepare concise and accurate staff reports and presentations is also desired.

14. Project management, including compliance with time-sensitive deadlines.

CONTACTS

1. Community Development Staff and Senior Administration
2. Members of Council, Committees of Council
3. Other Municipal Departments
4. General Public
5. Outside Consultants
6. Provincial Departments, including but not limited to, Service Nova Scotia & Municipal Relations, Nova Scotia Department of Transportation and Infrastructure Renewal, Nova Scotia Department of Natural Resources and the Nova Scotia Department of Environment.