

<i>TOWN OF STRATFORD - JOB DESCRIPTION</i>			
POSITION:	Town Planner	JOB NUMBER:	No. 13
SALARY RANGE:	Level 7, 37.5 hours per week	ESTABLISHED:	December 1999
RESPONSIBLE TO:	Director of Planning, Development and Heritage	REVISED:	November 2017

NATURE OF WORK:

- This is a responsible position assisting the Director of Planning, Development and Heritage in the provision of planning and development services for the Town;
- The incumbent shall oversee the development and maintenance of the Official Plan, Development Bylaws and land use policies and assist with the development control functions of the Town;
- The incumbent is expected to function independently and to be committed to the goals and objectives of the Town.

DUTIES AND RESPONSIBILITIES:

- To prepare, review and maintain the Town Official Plan and associated land use bylaws;
- To perform community and economic development studies and strategies as required;
- To coordinate the development, in conjunction with other departments, of long range plans for transportation, infrastructure and the environment;
- To improve the appreciation, preservation and enhancement of the cultural, human and natural heritage of the town;
- To assist with the administration, interpretation and enforcement-the land use and development bylaws including the issuance of development permits, the processing of subdivision applications and requests for variances or amendments to bylaws, and field inspections as required;
- To perform research, technical and spatial analysis and prepare reports as required;
- To assist in the preparation of reports and resolutions for meetings and to attend meetings of the Planning, Development and Heritage Committee as required;
- To assist in the administration and enforcement of the building code as required;
- To provide technical assistance to other Town departments as required;
- To represent the Town at appeal hearings and in negotiations with developers and legal counsel required;
- To discharge such other duties, responsibilities and functions as may be assigned by the Director of Planning Development and Heritage.

KNOWLEDGE, ABILITIES AND SKILLS:

- Detailed Knowledge of land use planning and bylaws;
- Knowledge of the National Building Code would be an asset
- Ability to analyse a variety of technical problems, to make recommendations as to their solution, and to prepare working procedures;
- Knowledge of personal computer applications including geographic information systems;
- Ability to express ideas effectively, orally, and in writing;
- Ability to develop and maintain effective working relationships with municipal officials and employees, other levels of government and the general public;
- Diplomacy and conflict resolution skills;
- Tact, initiative, responsibility and professional competence.

TRAINING AND EXPERIENCE:

- A Bachelors Degree in Planning, or a related field, from a recognized university;
- Minimum of three years experience in land use planning;
- Eligible for membership in the Atlantic Planners Institute and Canadian Institute of Planners
- Must have a valid drivers license and access to a vehicle.