



## **Job Description Planning & Development and By-law Enforcement Officer Town of Trenton**

### **Accountability**

The Planning & Development Officer is accountable to the Chief Administrative Officer of the Town of Trenton and is required to carry out professional duties with respect to planning and development and other related functions within the towns of Stellarton, Trenton and Westville, and to provide advice to the Council, committees and senior management of the three towns with respect to such functions.

### **Duties and Responsibilities**

The following is a general outline of the duties and responsibilities of the Planning & Development Officer. The listing is not intended to be all-inclusive or to limit the initiative to expand his/her function beyond this scope, nor is it intended to limit the Chief Administrative Officer's right to assign other duties.

1. Prepare new, and review existing, Municipal Planning Strategies and Subdivision By-laws for the consideration of the Councils of the Town of Stellarton, Trenton and Westville.
2. Oversee the administration of all Municipal Planning Strategies, Land Use By-laws and Subdivision By-laws in effect in the towns of Stellarton, Trenton and Westville.
3. Administer and maintain the records, in conjunction with the Chief Administrative Officers/Town Clerk, relating to the amendment of an by-law of aa planning nature.
4. Oversee the administration and development of the Geographic Information System (GIS) of the towns of Stellarton, Trenton and Westville.
5. Attend Council and Committee meetings and Public Hearings as required.
6. In relation to the operation of the Planning Department, prepare drafts of policies, by-laws, contracts and agreements in consultation with the Chief Administrative Officers/Town Clerk.
7. Keep fully informed of developments in legislation, administrative practices, professional organizations, educational opportunities and cost-shared programs

as they may apply to the operation of the Planning Department and report such changes, developments and opportunities to the Chief Administrative Officer.

8. Prepare development agreements, as set out under the *Municipal Government Act*, for consideration of Council.
9. Act as the Development Officer and Subdivision Officer for each of the towns of Stellarton, Trenton and Westville. Under these designations responsible to carry out the following duties:

*Development Officer*

- Interpret and administer Land Use By-laws
- Process minor variance applications
- Process rezoning requests
- Process development permit applications
- Issue or refuse development permits

*Subdivision Officer*

- Interpret and administer Subdivision By-laws and other regulations
  - Process subdivision applications
  - Approve or refuse subdivision plans
  - File approved and endorsed plans at the Registry of Deeds
10. Act as Administrator responsible for provisions of the *Municipal Government Act* respecting dangerous and unsightly premises.
  11. Prepare and coordinate all advertising in matters involving the Planning Department.
  12. Assist in preparation of operating and capital budgets for the Planning Department and submit same to the Chief Administrative Officer.
  13. Responsible for purchasing within the Planning Department as outlined in the Purchasing Policy of the Town of Trenton.
  14. Maintain an inventory of essential supplies and materials within the Planning Department and ensure that proper internal controls are in place.
  15. Interact with staff from the towns of Stellarton, Trenton and Westville, as required, on matters that cross departmental lines of authority.
  16. As a public servant, the Planning and Development Officer must use utmost respect at all times when dealing with other staff, the general public and Councils.
  17. Carry out required duties related to management of the civic addressing for the towns of Stellarton, Trenton and Westville.

18. Act as the by-law enforcement officer for planning, development and other property related by-laws for the towns of Stellarton, Trenton and Westville.
19. Carry out other duties and responsibilities as assigned by the Chief Administrative Officer from time to time.

**Required Qualifications**

- Minimum of five (5) years' experience in a municipal planning environment;
- University degree in planning, or relevant certification;
- Membership, or eligible for membership, in the Canadian Institute of Planning & Development Officers;
- Advanced computer literacy/experience;
- Excellent communication and interpersonal skills;
- Knowledge of Mapping and GIS considered an asset.