

**Open to the Public**  
**Senior Municipal Affairs Officer**

**Department of Fisheries and Communities**  
**Location: Charlottetown**

**Full-Time Temporary Position**  
**(Commencing Immediately for 2 Years with a Possibility of Extension)**

The PEI Department of Fisheries and Communities aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. This position is responsible for carrying out responsibilities with minimal supervision, with a particular emphasis on municipal land use planning, municipal relations, governance, legislation, and training, including research and policy development. The Officer will promote effective local government and healthy and vibrant municipalities through effective support and leadership. **Duties will include:**

- Reviewing, evaluating, and advising the manager on the granting of ministerial approval of municipal official plans and land use bylaws in accordance with the Planning Act;
- Providing guidance to municipalities with official plans, bylaw documents, and development control procedures;
- Providing extended guidance and support for municipal planning authorities;
- Acting as advisor to elected and appointed municipal officials on all municipal issues and providing guidance for the decision making process, including interpretation of municipal statutes and other legislation;
- Reviewing proposed municipal initiatives, policies, programs and projects to ensure compliance with municipal legislation;
- Facilitating municipal formation, restructuring, and viability assessments in support of provincial policy initiatives;
- Providing training, information manuals, administrative guidelines, handbooks, model bylaws and policy bulletins, and providing training sessions for elected officials and municipal staff;
- Providing policy advice and assisting in the drafting of ministerial briefing notes and Executive Council memoranda on municipal governance planning issues as required;
- Representing the Division on ad hoc inter-departmental committees;
- Other related duties as required.

**Minimum Qualifications:**

- Applicants must have a University Degree in Urban or Regional Planning accredited by the Canadian Institute of Planners and the Professional Standards Board or a related degree and full membership (MCIP) with the Canadian Institute of Planners.
- Extensive progressively responsible planning experience preferably in a provincial or municipal planning department.
- Experience in internal operations of the municipalities and be capable of developing and maintaining close working relationships with both municipal staff and elected municipal officials, with a minimum of two years experience working with municipalities.
- [Demonstrated equivalencies will be considered.](#)
- Excellent written and verbal communication skills are required as well as superior planning analysis techniques and judgment skills
- Must have working knowledge of computerized analysis techniques appropriate to the profession.
- Experience in municipal planning, governance, public administration and land use planning, and the roles and responsibilities of municipal governments is an essential requirement, including knowledge of the *Municipal Government Act* and the *Planning Act*.
- Must have a valid PEI driver's license.
- Applicants must have a good previous work and attendance record.
- The successful applicant must provide a satisfactory criminal records check prior to beginning employment.

**Other Qualifications:**

- Additional relevant education and experience will be considered an asset.

**Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.**

**Applicants are expected to complete the full length of this assignment unless appointed to a permanent position.**

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** \$31.53 - \$39.41 per hour (Level 18 UPSE)  
**Bi-weekly Hours:** 75.0 hours bi-weekly (evenings and weekends as required)  
**Posting Id:** 139585-1119FCTO  
**Closing Date:** Monday, December 9, 2019 5:00 p.m.

**Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.**