

TOWN OF STRATFORD - JOB DESCRIPTION			
POSITION:	Municipal Planning Navigator	JOB NUMBER:	No. **
SALARY RANGE:	\$27.90-\$32.33	ESTABLISHED:	March 2023
RESPONSIBLE TO:	Director of Planning, Development and Heritage	REVISED:	n/a

JOB SUMMARY

- The Municipal Planning Navigator is responsible to assist the Director of Planning, Development and Heritage, Town Planner and Building Officer in the provision of support to applicants in the development process. The objective of the position is to ensure that the development process is modernized and streamlined.

MAJOR RESPONSIBILITIES:

- Assist general public with navigating the planning development process, with a lens to affordable housing projects
- Provide guidance on development applications and required content
- Provide support and act as a liaison between general public and Town staff
- Become familiarized with existing zoning and development policies and requirements
- Track process and requirement challenges and their impact on the number and type of units being sought/approved, and the efficiency of the process.
- Identify and track areas where coordination between different departments and levels of governments is critical to an effective process
- Identify and track areas where approaches and, where appropriate, standards could be harmonized between planning authorities.
- Update and develop public tools and guides to communicate requirements and processes.
- Modernize and streamline application forms and other components of the development process.

KNOW HOW:

- Thorough knowledge of planning and/or municipal administration; typically acquired through a recognized post-secondary program in planning, construction, or architecture supplemented by two years' practical experience;
- Knowledge of the National Building Code, development bylaws, land use planning, the Official Plan;
- Proficiency in analysing and interpreting working drawings including building and drainage plans;
- Proficiency with computer software applications in the Windows environment including word processing, spreadsheet and database programs, scheduling and booking software, and basic skills using AutoCAD and GIS; and
- Knowledge of land use planning, building construction and bylaws
- Experience in management of data
- Experience with ArcGIS or similar mapping technologies
- Excellent communication and collaboration skills

WORKING RELATIONSHIPS

- Reports to and assists the Director of Planning, Development and Heritage
- Assists other department staff in the implementation of their duties
- Assists municipality contractors as required
- Provides technical assistance to department and other Town staff
- Assists external developers

PROBLEM SOLVING

- The ability to interpret, and evaluate bylaws and policies
- The ability to analyse a variety of technical problems, provide solutions, and make recommendations

ACCOUNTABILITY

- Accountable to the Director of Planning, Development, and Heritage for performance, to departmental staff for collaboration, to permit applicants for effective management of applications, and to stakeholders and members of the public for providing accurate information.

WORKING CONDITIONS

- Physical Effort - work involves sitting for extended periods at a workstation, occasionally travel to town locations.
- Physical Environment - works in an office environment with occasional visits to town location for data collection.
- Sensory Attention - work requires computer screen time, frequent interruptions, and significant interactions with staff, stakeholders, and town contractors.
- Mental Stress – work will involve meeting deadlines, some meetings after normal work hours, and managing demands from varied requirements.