

Job Vacancy

Senior Planner

Permanent Full-Time – Non-Union Vacancy Primary Location - County Administration Building, Belleville

The County of Hastings is currently accepting applications for the above noted position.

The ideal candidate will be responsible for assisting the Director of Planning and Development with the overall function and day to day operations of the department's planning operations. This position will also process, review, and report on various planning applications and planning-related issues and policies. This position will not supervise the work of others, but provide guidance and advice to the more junior Planning department employees, as well as, support the teams' growth and contribute to its collective professional experience. This position will also be responsible for contributing to the corporate support of the County's operations and providing value added service that is in alignment with the Corporate strategic plan.

RESPONSIBILITIES

- Reviews major legislation changes, providing relevant information to department staff and assists Director with preparation of information reports to County Council and member municipal councils.
- Assists the Director in addressing planning issues and concerns and assists in the development of appropriate policies, reports or studies;
- Present reports and background information regarding development applications to the Planning/Land Division/9-1-1 Committee.
- Provide information and advice to applicants, consultants and the general public.
- Provides technical advice and professional planning opinion to County and member municipal Councils and staff, verbally or in written form, relating to the County official plan and amendments, Zoning By-Laws and amendments, development applications/processes, consents, minor variances and other planning matters.
- Liaise with local municipal staff, provincial ministries and agencies.
- Assists the Director in administering peer review processes for technical studies, including peer review payment process and coordinating payment between applicant and Peer Review Consultant in consultation with the Finance Department.
- Conduct or coordinate special planning studies.
- Attend and prepare materials for public hearings, LPAT hearings, and local municipal council meetings.
- Assists in review/evaluation of department processes, including streamlining/updating practices to improve customer service and recommends new policies/procedures or changes to established policies/procedures
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health & Safety Act.
- Role models positive attitudes and good work values, promotes and models all aspects of professionalism and The County of Hastings values
- Possess a working knowledge of and compliance with the Accessibility for Ontarians with Disabilities Act and County policies.
- Other duties or various special projects as may be required or assigned from time to time.

MINIMUM QUALIFICATIONS

Educational Requirements:

- University Degree in Planning or a related discipline preferably at the Masters level.
- Membership in the Ontario Professional Planning Institute and the Canadian Institute of Planners.
- Proficient in the use of ArcGIS, Microsoft Work, Access and Excel.

Previous Related Experience and Competencies:

- 5 – 10 years related experience preferably in a municipal planning environment.
- Proven strong political acumen, tactfulness and diplomatic conduct, including the ability to establish and maintain professional relationships with member municipality staff, local First Nations and external agencies/authorities.
- Effective conceptual thinking and problem solving skills, independent decision making, discretion and good judgement.

May 2, 2019

- Ability to establish priorities and meet tight work deadlines to minimize delays.
- Ability to provide coaching, guidance and mentorship to department Planners.
- Ability to provide recommendations to Planners to solve problems; referring extremely complex or controversial planning issues to the Director of Planning.
- High degree of accuracy and attention to detail
- Excellent oral and written communication skills, organizational skills, judgement and accuracy.
- Thorough working knowledge and understanding of the Planning Act and other related Provincial and Federal legislation.
- Must have a valid Driver's license and reliable transportation.
- Demonstrated ability to work with minimal supervision and effectively as a team member.

HOURS OF WORK: 8:30 a.m. to 4:30 p.m. Monday to Friday

WAGE RANGE: \$76,742 - \$89,756, with excellent fringe benefits (2018 rates)

Interested candidates may submit their resume and covering letter not later than
4:00 PM on Wednesday May 22, 2019

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If forwarding by email, **please quote: "2019-NON-GG-153— Your Name"** within the subject line and submit your application to careers@hastingscounty.com.

Please contact the Human Resources Department for a full job description