

## CITY OF HAMILTON

### PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION - COMMUNITY PLANNING – LOCATION - CITY HALL, 71 MAIN STREET WEST, 6<sup>TH</sup> FLOOR)

### SENIOR PLANNER - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Senior Project Manager, Community Planning. Prepares and administers Secondary Plans, Neighbourhood Plans and Community Strategies; formulates and expedites public consultation processes; co-ordinates and conducts research and formulates policies related to long-range land use and policy planning; co-ordinates multi-disciplinary teams; and prepares and present reports and recommendations.

#### GENERAL DUTIES

Administers Neighbourhood, Secondary, and Official Plans.

Drafts, writes and presents Neighbourhood, Secondary, and Official Plans and amendments at meetings.

Negotiates the approval of Plans and Amendments with approving authorities.

Determines compliance of Capital Works, local improvements and development applications with Official Plans and Secondary Plans.

Directs staff in work assignments for the Community Planning and Design Section.

Co-ordinates and participates in research studies such as land use planning studies and community strategies.

Develops study methodology, schedule, direction, community consultation process, staffing and cost requirements.

Conducts site inspection.

Compiles, analyzes and projects statistics such as population statistics, land use factors and servicing capacities.

Formulates and evaluates alternatives; makes recommendations; generates policies.

Prepares and presents recommendations to committees including PowerPoint presentations.

Prepares Secondary Plans in the form of Official Plan amendments.

Coordinates multi-disciplinary teams.

Liaises with ministries, municipalities, developers and other agencies on planning matters.

Prepares departmental comments on studies and proposals.

Receives and answers inquiries from public, staff, elected officials, other departments, outside agencies and developers.

Receives and answers inquiries at counter.

Co-ordinates and provides technical planning support to work of planners, technicians and special purpose committees.

Co-ordinates, prepares and presents evidence as expert witness on Official Plan and related matters at O.M.B. Hearings.

Assists senior project manager in the preparation of annual work programme.

Writes reports such as technical reports and committee reports; composes correspondence.

Represents departments at meetings and provides staff support to interdepartmental staff working groups.

Inputs, manipulates and retrieves data.

Interprets legislation and Provincial policy such as the Planning Act.

Trains staff.

Arranges meetings.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

### **QUALIFICATIONS**

1. Degree in Planning or related discipline from a University.
2. Applicant must be a full member of the Canadian Institute of Planners and have a minimum of 5 years of progressive planning experience in Official Plan policy and Zoning By-law regulation development and project management experience.
3. Some supervisory experience would be desirable.
4. Considerable knowledge of the principles, practices and objectives of municipal planning with focus on policy planning, knowledge of the principles and practices of the multi-disciplinary areas of municipal planning. Knowledge of the current literature, trends and developments in the area of secondary and community planning.
5. Considerable knowledge of the Planning Act and Municipal Class EA processes.
6. Knowledge of the principles and practices of the multi-disciplinary areas of municipal planning.
7. Demonstrated ability to provide leadership and to motivate subordinates.
8. Demonstrated ability to plan, assign and supervise the work of subordinates in a team environment.
9. Demonstrated ability to express ideas effectively, orally and in writing.
10. Demonstrated ability and experience in formulating and expediting a public consultation process. Demonstrated ability in preparing Official Plan Amendments.
11. Demonstrated experience preparing and giving oral presentations to the community (eg. Public Information Centres).

12. Demonstrated ability to establish and maintain effective working relationships as necessitated by work assignments.
13. Demonstrated experience co-ordinating, preparing and presenting evidence as expert witness on Official Plan and related matters at O.M.B. Hearings.