

# CITY OF HAMILTON

## PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (PLANNING DIVISION– COMMUNITY PLANNING & GIS - LOCATION – 71 MAIN ST. W., 5<sup>th</sup> FLOOR)

### PLANNING TECHNICIAN II (COMMUNITY PLANNING) - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Community Planning & GIS, review and comment on proposed development applications, assist with the development of Secondary Plans and studies; respond to inquiries from staff, public, elected officials, and outside agencies; assist with the preparation of notices; agendas, and minutes; coordinate, set up, and participate at public information centres; record and update neighbourhood plans; assist in the preparation of evidence for Ontario Land Tribunal Hearings.

#### GENERAL DUTIES

Conduct special studies, collect and analyze data; formulate conclusion, make recommendation.

Conduct site inspections.

Write reports, compose correspondence; compile statistics.

Review and comment on proposed development, plans, policies, studies and legislation.

Interpret legislation such as Planning Act.

Assist in preparing work program; monitor progress.

Record and update neighbourhood and area plans and amendments.

Book and arrange meetings; set up displays.

Prepare notices; compile agendas; take and transcribe minutes and project files.

Receive and answer inquiries from staff, public, elected officials, community groups and outside agencies.

Compile chronologies for reports, committees and quasi judicial hearings.

Maintain resource library files such as planning documents and council minutes.

Input and retrieve planning data.

Make presentations at meetings.

Prepare evidence for Ontario Land Tribunal hearings.

Act as a resource person for staff.

Perform 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. Demonstrated ability to provide comments on proposed developments, interpret Planning Act, provide research and analyze studies and plans normally acquired through the completion of a two-year Community College program in municipal planning or a combination of education and relevant work experience.
2. Demonstrated ability to express ideas effectively in writing and verbally. Working knowledge of Microsoft Office software such as Word, Excel and Power Point and a working knowledge of project management and graphic design software such as Sketchup.3.
3. Preference will be given to candidates with previous experience using GIS, ACCESS, or similar database.
4. Municipal planning experience is an asset.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

\*\*\*\*\*