

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(PLANNING – POLICY PLANNING - LOCATION – 71 MAIN STREET WEST, 4<sup>TH</sup> FLOOR)**

**PLANNING TECHNICIAN II - OFFICIAL PLAN - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Manager, Policy Planning, provides research and support services to the Policy Section.

**GENERAL DUTIES**

Maintain and update project tracking system; monitor status of design projects.

Collect and compile site data; analyze and interpret data.

Input, manipulate and retrieve site data.

Conduct surveys; prepare and administer questionnaires.

Compile planning chronologies and site histories.

Conduct site inspections; take notes and photographs.

Write reports; compose correspondence.

Research data and prepare background information and display on materials for committees and public meetings.

Receive and answer inquiries from public, elected officials, other departments, municipalities and outside agencies.

Record and monitor the frequency of inquiries.

Co-ordinate preparation, printing and graphic needs for studies and reports.

Plan and make presentations to outside organizations and conduct tours.

Maintain information sources such as Department publications and planning brochures.

Receive and answer inquiries at counter.

Prepare evidence for presentation at hearings.

Prepare maps and graphic displays for reports and presentations.

Direct students.

Assist in the use of quantitative methods such as population projection models, statistical analysis and economic forecasting techniques.

Work 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.

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

**QUALIFICATIONS**

1. Demonstrated knowledge as a planning technician normally acquired by a completion of a two year Community College Program in Municipal Planning and related work related experience as well as extensive knowledge of planning related issues gained from this two year program and/or the equivalent education and relevant work experience.
2. Demonstrated ability to express ideas effectively, both orally and in writing.
3. Working knowledge of word processing (Microsoft software), project management and graphic design software.