



PLANNING COORDINATOR JOB DESCRIPTION

Created January 11, 2022

Position Title Planning Coordinator

Report to Title Clerk

Position Details

Position status (Full time, part time, seasonal, or contract): Full time

Location: Municipal Office

Pay method (Salary or Hourly): Hourly

Group Benefits: Yes

Normal work week: 35 Hour work week

Municipality of Central Huron Values/Vision/Mission Statement

Municipality of Central Huron is a dynamic, healthy, safe and prosperous community for people of all ages to live, work and play.”

The Municipality of Central Huron Council and Staff will provide for a safe and sustainable community through excellence in the delivery of municipal services and strong innovative leadership.”

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

- Serves as the key point of contact on all matters relating to planning and development.

2) Key Responsibilities

• *Operations & Program Delivery*

○ Planning Functions

- Accept, review, distribute and process all Planning Applications received under the Planning Act and liaise with County Planning Department, appropriate Central Huron staff, engineering & legal consultants, developers, agencies, residents and other relevant parties to ensure development occurs within municipal policy and relevant legislation.
- Research and compile information relating to land use planning (zoning, consent, part-lot control, holding designations, site plan, subdivision severance, encroachments, deeming, etc.). Assist the County Planning Department to verify

proposals comply with applicable legislation including local by-laws, plans and provincial legislation.

- Keep various Planning Applications on track internally. Coordinate and share comments from external agencies in a timely manner, revisiting regularly for status updates to keep the planning process moving forward.
- Arrange, attend and record pre-construction meetings with developers, engineers, lawyers and other agencies through the course of an application. Forward minutes to attendees as soon as possible for review/comment. Co-ordinate follow-up from meetings and file minutes for future reference.
- Ensure all timelines are met;
- Prepare or assist with the preparation of all planning and development reports, by-laws and supporting materials for Council and Public Meetings.
- Prepare routine agreements in consultation with various parties. Record and review expiry dates. Prepare renewals.
- Liaise with management, engineering & legal consultants for complex agreements and contracts.
- Liaise with staff as part of the Official Plan and Zoning By-law review process.
- Process property transactions such as financial administration for developments & special projects, transfers, leases, land sales, road closures and sale & purchases of corporate property.
- Respond to public inquiries and provide information relating to planning and development matters. Includes the general public, legal professionals, agencies, real estate, etc.
- Process all zoning certificate requests.
- Conduct research for CAO, Clerk, County Planning Department and CBO as it relates to planning and development.
- Maintain computer and property file records relating to planning, development and sale & purchases of corporate property.
- Liaise with management to develop new procedures and solutions to improve efficiency and effectiveness of the department.

- **Health & Safety**

- To ensure operations are conducted in a safe and healthy manner in order to prevent injury or illness to workers

- **Other**

- Other duties as assigned from time to time.

3) Key Relationships to be managed

External

- County Planner/Other County Planning Department Staff- daily- very important- social, verbal, written communication required
- Applicants – regularly as needed to keep planning processes on track, ensuring communication is shared appropriately
- Engineers- weekly- very important- verbal and written communication required
- Lawyers- weekly- very important- verbal and written communication required
- Contractors/Architects/Designers/Developers/Surveyors- daily- very important- mostly verbal communication required, with some written
- The Public- daily- very important- high level of verbal and written communication required

Internal

- CAO, Clerk & CBO- daily- very important- mostly verbal communication/some written
- Roads & Utilities Dept.- weekly- important- mostly verbal communication/some written
- AR/AP- monthly- important- mostly verbal communication/some written
- Front Counter-Reception- daily-very important- verbal communication

Public Relations

- Often the first person the public deals with when planning/zoning/building inquiries/applications arise and continue to be the contact person throughout the course of the application. It is very important to provide and maintain a productive and helpful relationship with the public at all times with diplomacy and confidentiality.

4) Creativity

- Always working toward developing and maintaining informative materials for the public

5) Autonomy

- Reporting to the Clerk, this position works independently with opportunities for collaboration when issues arise
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B – QUALIFICATIONS

1) Formal Education and Training

Diploma/degree/certificate

- Post-Secondary education – Urban & regional planning or related field (i.e. public administration, GIS, etc.)

Professional designation/certification

- Primer on Planning Course through Ontario Association of Committee of Adjustment Consent Authorities
- AMCTO Municipal Administration Program (MAP)

Other systematic formal instruction

- Working knowledge of the provincial planning and land-use planning legislation, framework and processes
- WHMIS
- First Aid/CPR
- Accessibility Standards
- Customer Service
- Microsoft Work/Office
- MDS
- GIS
- Keystone, Icompass(meeting management software)

2) Ongoing Personal Development

- Participate in ongoing training offered by Municipality and County regarding aspects of the job

3) Work Experience

- 2 years experience in related field

4) Decision Making Authority and Judgment Skills

- Answer most zoning inquiries on telephone and at the counter
- Review Planning Applications

5) Problem Solving Skills

During the course of any of the applications, inquiries, and calculations, problems arise involving non-compliance, non-conformance. Excellent research and decision-making skills.

6) Interpersonal and Communications Skills

- Good written and oral communication skills
- Positive Attitude

- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders

7) Personal Organization and Time Management Skills

- Very strong organizational and time management skills
 - Ability to multi task and efficiently manages time and priorities
 - Independently sets goals, objectives and priorities
 - Follows through to ensure timely completion of tasks
 - Works to ensure thoroughness and accuracy in completion of tasks
 - Handle fast pace & many interruptions
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C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Sitting, standing, walking
- Usually can change positions when needed
- Some meetings are lengthy and require sitting for long periods of time as does reviewing agreements and data input of lengthy documents
- Long periods of time in front of the monitor and reviewing agreements and planning applications can cause neck/eye/back strain

2) Mental Effort and Environment

- High level of mental attention is required, accuracy and timeliness regarding planning applications, related studies required and submitted, building permit application information and assisting the public on a daily basis both on the phone and at the counter
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D – KEY PERFORMANCE MEASURES

- Maintain collaborative, effective working relationships
- Provide positive, professional customer service, treating all information in a confidential manner
- Job and Office knowledge-learn new skills when needed
- Meet all deadlines/tasks done on time
- High degree of communication skills – both oral and written