

<b>POSITION TITLE</b>	<b>PLANNING TECHNICIAN/CLERK</b>
<b>DEPARTMENT</b>	PLANNING & DEVELOPMENT
<b>SUMMARY OF DUTIES</b>	To act as Secretary/Treasurer to the Committee of Adjustment. To process consent to sever and minor variance applications under The Planning Act including notices, record keeping and circulations. Responsible to provide full range of clerical services and assistance with providing statistical and graphical support services to the Planning & Development Services Division. To respond to general planning enquiries received from other municipal departments, outside agencies and the public.
<b>SUPERVISED BY</b>	Planner directly and Director of Planning & Development Services
<b>EDUCATION</b>	Minimum Community College Diploma (2 years) as Planning Technician or equivalent education and experience with graphical, word processing, CAD and GIS skills.
<b>EXPERIENCE</b>	2 years
<b>MAJOR RESPONSIBILITIES</b>	<b>(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).</b>

**1. Program/Services**

- Act as Secretary/Treasurer to the Committee of Adjustment including receipt of applications; preparation of notices; decisions and minutes for Committee of Adjustment applications; record keeping and file maintenance and attending hearings
- Prepare graphic displays and visual aids for public, Committee of Adjustment and Council meetings and tribunals.
- Assist with investigations and the compilation of information for planning studies and reports.
- Maintain records, plans and files, respecting land use and Planning Act applications.
- Assist with and, in some cases, be responsible for the processing and review of Planning Act applications, zoning certifications letters, building permits, business licenses and general enquiries under *The*

*Planning Act* and land use.

- Act as recording secretary for public information meetings and provide transcribed minutes to the Clerk's Division.
- On behalf of the City Clerk, prepare and provide public notice and all clerical and record keeping functions pertaining to applications made under The Planning Act.
- Respond to enquiries for the Operational, Planning & Development Services Division.
- Provide clerical, filing, mail, telephone, fax, email and record keeping to the Planning & Development Division.
- Facilitate the consent to sever and minor variance processes by assisting applicants with forms and checking applications for completeness; obtaining correct legal description and assessment roll number from Finance Division (using financial and mapping computer systems, assessment maps and assessment rolls); stamping drawings; obtaining where appropriate, Health Department, Planning & Development Services Division, Regional Niagara, Fire Department, etc. input; type permit and schedule of fees; obtain fees from applicant and forward them to the Finance Division for processing; and maintain files and records.
- Accurately calculate and prepare monthly outstanding deposit refunds.
- Prepare responses to letters re: zoning compliance.
- Respond to development enquiries involving use of Internet, telephone and written enquiries.
- Research, collect, prepare and provide background information pertaining to development enquiries.
- Conduct inventory, collect and package information for development packages.
- Maintain, merge files and provide data bases as required for planning.
- Other duties as assigned

## **2. Human Resources**

Not required to supervise or direct work of others.

## **3. Financial Resources**

Receive cheques for payment of Committee of Adjustment application fees and Cash-in-lieu of Parkland Dedication fees imposed by the Committee of Adjustment.

Provide financial documentation and work closely with the Treasury Division on a regular basis to assess, review, provide and implement

accurate financial reports.

Check invoices for accuracy, contact suppliers for discrepancies, code invoices for payment.

#### **4. Material Resources**

Carries out work assignments using a variety of office equipment and supplies including web-based GIS entitled 'Niagara Navigator" using ESRI's ArcIMS Internet Mapping Server Software/JP Haynes Financial System (Property Data), word processing, photocopier, and other office equipment.

### **SKILL AND EFFORT**

#### **5. Knowledge**

Good written and oral communicative skills.

Knowledge of the Planning process.

Good mapping and graphical skills with proficiency in GIS, Niagara Navigator

Good knowledge of the land use planning process and the Planning Act.

Good knowledge of the Official Plan and Zoning Bylaw of the municipality

Good organizational and time management skills required for applications processed under the Planning Act.

Good Mathematical proficiency required

Good knowledge and use of office equipment including computer, photocopier, print machine, etc.

Good knowledge of the use of variety of office and video equipment and the internet.

Good knowledge of computer programs (Corel/Word Perfect, Lotus 123, Lotus Notes, J.P. Haynes Financial System, GeoSmart Niagara Mapping Service)

Knowledge of development initiatives, programs, services and facilities, events.

#### **6. Physical Skill and Effort**

Manual dexterity to operate keyboard and office equipment.

Constant visual/mental concentration required.

Functions performed in seated, walking, lifting, bending, and standing positions.

#### **7. Decision Making and Judgement**

Work is frequently performed without supervision with periodic checks by

senior staff.

Work is largely varied in nature.

Work is performed in accordance with established procedures as required.

Judgement is exercised in: Selection of data, equipment and graphical techniques. Meeting deadlines relating to circulations under The Planning Act and other provincial legislation.

## **8. Interpersonal Skills/Contacts**

Interpersonal skills to communicate effectively with the general public and respond to development enquiries including specific applications pursuant to Committee of Adjustment applications.

### **Internal:**

With Chief Administrative Officer, Mayor, Committee Members and Department Heads. With staff of other divisions to obtain material. With supervisor to receive instructions and/or exchange information.

### **External:**

With the public and external agencies to exchange/provide information.

## **WORKING CONDITIONS**

### **9. Environment**

### **10. Control over Work Schedule**

Work is subject to regularly scheduled deadlines.

Required to work in excess of normal hours at least 2 days per month.