



POSITION VACANCY

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| Call Number: | 2021 - 32 |
| Position: | Planner 1 |
| Type of Vacancy: | Temporary posting ending approximately February 2022 |
| Work Schedule (hours & days): | 8:30 am to 4:30 pm, Monday to Friday (35 hour work week) |
| Hourly Rate: | \$37.38 to \$39.30 |
| Date Posted: | May 6, 2021 |
| Closing Date: | May 21, 2021 at 4:30 p.m. |

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select '**Careers and Employment**'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, May 21, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

**POSITION DESCRIPTION
Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

- POSITION TITLE:** Planner 1
- POSITION SUMMARY:** Provides analytical review of planning issues related to directing, managing and developing land uses and prepares reports for various committees and City Council.
- DIVISION:** Policy Planning or Current Planning
- RESPONSIBLE TO:** Manager of Policy Planning, Manager of Current Planning
- SUPERVISES:** N/A
- EQUIPMENT AND TOOLS USED:** Computer and related software.
- WORKING CONDITIONS:** Standard office environment. (Occasional site visits)
- RESPONSIBLE FOR:**
1. Reviews development proposals, processes amendment applications, and/or undertakes special studies and policy planning projects.
 2. Undertakes research, data collection and analysis of demographic, statistical, land use and environmental information.
 3. Writes reports and drafts recommendations for committees and Council.
 4. Prepares notices for public meetings.
 5. Drafts policies, guidelines and zoning by-law requirements, as assigned.
 6. Assists in presentations to committees and at public information sessions, as assigned.
 7. Assists in the preparation of professional evidence for hearings before legislative committees, tribunals and commissions.
 8. Liaises with public and provides opinions on minor planning matters.

9. Maintains liaison with junior and student staff to assist in the coordination of planning assignments.

POSITION REQUIREMENTS:

Minimum is a three (3) year related degree.

Class "G" driver's licence.

At least two (2) years of municipal planning experience.

Sound knowledge of official plans, zoning, by-laws and provincial planning legislation is essential.

Revised: Unknown