



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2024 - 54</b>
Position:	<b>Supervisor of Zoning Administration</b>
Type of Vacancy:	Permanent
Location	Wayne Thomson Building (4343 Morrison Street)
Work Schedule:	Monday to Friday, 8:30am to 4:30pm (35 hours per week) 4-day compressed work week option available
Rate(s) of Pay:	\$87,358 to \$109,198 Plus, comprehensive benefit package
Date Posted:	May 14, 2024
<b>Closing Date:</b>	<b>May 31, 2024 at 4:00 pm</b>

Further details on this position are attached. To apply, please submit a cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, May 31, 2024**.

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.

## **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:** **Supervisor of Zoning Administration**

**POSITION SUMMARY:** The Supervisor of Zoning Administration supervises the administration, quality control, performance, productivity, and delivery of services by the Zoning and Compliance Section. The zoning section is responsible for ensuring that building permit applications comply with the City's zoning by-laws and other applicable laws, for providing expert zoning information to City staff concerning development inquiries and applications, and for providing zoning and compliance information to the public.

**DEPARTMENT:** Current Planning

**RESPONSIBLE TO:** Senior Manager of Current Planning

**SUPERVISES:** Senior Zoning Administrator and Junior Zoning Administrator

**EQUIPMENT & TOOLS USED:** General office equipment, computer and related software and digital camera.

**WORKING CONDITIONS:** Standard office environment (some site visits required).

**RESPONSIBLE FOR:**

1. Provides daily supervision of the Zoning and Compliance Section to ensure building permit and planning applications are reviewed within established timeframes, and that approval determinations are made according to zoning by-laws and other applicable laws, and that zoning information provided by the Section is timely, proper, and accurate.
2. Develops and implements section policies, procedures, and documents.
3. Provides recommendations to and assists the Senior Manager of Current Planning in the development of departmental policy and procedures relating to the administration of applications and support functions and implements same.
4. Recruits, develops, promotes, coaches, and evaluates zoning administration staff to ensure that the Zoning Section is sufficiently resourced by qualified staff while maintaining workload distribution and productivity.
5. Monitors the effectiveness of zoning by-laws, the Sign By-law and makes recommendations for improvement where necessary. Reviews draft by-law amendments to ensure their intent is reflected in the wording and that they are accurate and enforceable.
6. Provides expert advice to the Building, Planning, Legal and By-law Enforcement Departments on matters of interpretation of zoning by-laws. Where necessary, for complex matters provides evidence on zoning interpretation matters in Court.

7. Acts as a key department representative on cross departmental initiatives including Zoning By-law Consolidation and the Sign By-law.
8. Where applicable, reviews assigned permits and planning applications in accordance with departmental practices and service levels and ensures that permit documents are in compliance with the applicable zoning by-law prior to permit issuance.
9. Prepares complete and well written documents to effectively communicate zoning deficiencies, opinions and recommendations to planning and building permit applicants, other departments and the general public.
10. Maintains complete and current knowledge and understanding of the administration of the planning and permit application process. Ensures that the administrative services effectively support the process and are performed accurately and in accordance with the service levels and operating procedures and policies of the division.
11. Prepares request for proposals (RFP), terms of reference and scoping documents for zoning related projects, outlining the expected project scope, goals and objectives, schedule and deliverables.
12. Prepares zoning-related reports and recommendations to Council.

#### **POSITION REQUIREMENTS / QUALIFICATIONS:**

- Minimum is a three (3) year post-secondary degree in Geography or Planning or Architecture.
- A valid class "G" driver's licence is required.
- Five (5) to seven (7) years' experience as a zoning examiner or interpreter with a minimum of two (2) years' supervisory experience.
- Working Knowledge of applicable zoning by-laws and general understanding of the Official Plan, *Planning Act*, and the *Ontario Building Code* as it relates to zoning by-law interpretation.
- Demonstrated strong leadership abilities.
- Change & Innovation: Effectively implements change and supports and involves staff through change transitions.
- Excellent written and verbal communication skill
- Service Excellence: Leads and supports staff in meeting or exceeding service standards when interacting with customers.