



## 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 - 58</b>
Position:	<b>Planner 1</b>
Type of Vacancy:	Contract (6 months)
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm 4-day work week option available 35 hours per week
Location:	Wayne Thomson Building (4343 Morrison St, Niagara Falls)
Hourly Rate(s) of Pay:	\$40.93 to \$42.34 Plus a comprehensive benefits package
Date Posted:	May 29, 2024
<b>Closing Date:</b>	<b>June 21, 2024 at 4:00 pm</b>

Further details on this position are attached.

To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until  
**4:00 pm on June 21, 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:** Planner 1

**POSITION SUMMARY:** Formulates comprehensive planning policies, guidelines, by-law provisions and reports on planning matters in accordance with sound planning practices.

**DIVISION / DEPARTMENT:** Planning, Building and Development / Planning Services

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

**SUPERVISES:** N/A

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

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

**RESPONSIBLE FOR:**

1. Processes development applications, including but not limited to, zoning by-law amendment, condominium and condominium exemption, consent, part lot control exemption and sidewalk café applications. Exercises professional planning judgement and skills in the analysis and formulation of opinion on such applications.
2. Conducts planning studies and research projects. Exercises professional planning judgement and skills in the undertaking of planning programmes and the processing of development applications.
3. Prepares public notices, reports, policies, by-laws, agreements and guidelines.
4. Formulates Official Plan policy and zoning by-law provisions and implements general amendments.
5. Prepares professional evidence and provides expert testimony before legislative committees, tribunals, commissions on minor planning matters.
6. Prepares and makes presentations to Council, committees and at public information sessions on minor planning matters, as required.
7. Participates in and prepares checklists for pre-consultation meetings for development application.
8. Interprets municipal and provincial planning documents and procedures for staff, agencies, developers and public on minor planning matters.
9. Participates in the implementation of approved work programs.

**POSITION REQUIREMENTS / QUALIFICATIONS:**

- Minimum is a four (4) year University degree in Planning.
- Provisional or Registered Professional Planner in Ontario and Provisional or Full Membership in the Canadian Institute of Planners (CIP) is preferred.
- At least two (2) years of planning experience.
- Sound knowledge of official plans, zoning, by-laws, site plans and provincial planning legislation is essential.
- Class "G" Driver's License.