



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.

Call Number:	2024 - 65
Position:	PBD Services Analyst
Type of Vacancy:	Permanent
Division:	Planning, Building and Development
Location:	Wayne Thomson Building (4343 Morrison Street)
Work Schedule:	Monday to Friday, 8:30am to 4:30pm 4-day compressed work week option available (35 hours per week)
Salary/Wage Range:	\$68,470 to \$85,587 per annum Plus, a comprehensive benefits package and defined benefit retirement pension.
Date Posted:	July 16, 2024
Closing Date:	August 2, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on August 2, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. 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

This description reflects the general details considered necessary to describe the principal 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: PBD Services Analyst

POSITION SUMMARY: Coordinate the delivery of high-quality customer service and develop and implement best practices for efficient and effective service delivery. Responsible for staff training, preparing and analyzing statistical reports, administering Cityview and providing functional support to the Director of Building and the Director of Planning.

DIVISION: Planning, Building and Development (PBD)

RESPONSIBLE TO: Executive Coordinator

SUPERVISES: Planning Service Clerk (1), Building Permit Clerks (2), Building Services Clerks (2)

RESPONSIBLE FOR:

1. Provide direct front line supervision and operational work assignments, guidance, and discipline of reporting staff.
2. Ensure staff generate weekly, monthly, and annual statistical reports for tracking. Monitor building permit activity, planning application activity and Cityview issues.
3. Monitor and report on permit issuance or work that has been suspended for more than one year including any reminder notices as well as permits that have not commenced construction within six (6) months.
4. Provide Cityview training to staff and oversee the administrative functions to ensure work is completed in accordance with standard operating policies and procedures.
5. Conduct research, gather, and assemble information by consulting with internal and external departments, outside agencies, organizations, and other levels of government.
6. Responsible for record management of permit files and planning files, security deposits, subdivision files, site plan files, consent files, developments requiring comments by the Director of Building and Director of Planning, and archived documents as per the retention by-law.
7. Responsible for timekeeping and coordination of staff time off requests. Coordinate schedules for staff coverage for breaks, lunch, time off and training.
8. Update the schedule of fees for planning, permit classes, deposits, Municipal and Regional development fees.
9. Ensure the Planning, Building and Development division website is up to date.
10. Responsible for purchasing and tracking of office supplies expenses.
11. Respond/address/investigate daily email, phone and in-person inquiries as required on behalf of the Director of Building and Planning.
12. Follow-up from on/off-site meetings involving the Directors.
13. Other duties as assigned by Executive Analyst, Director of Building or Director of Planning.

POSITION REQUIREMENTS:

- Minimum two-year College Diploma in Business Administration, public administration.
- At least three (3) years' experience in a Municipal planning or building environment.
- At least one year experience in a supervisory role.
- Knowledge of the Planning Act and Building Code would be an asset.
- Proficient in word processing, spreadsheet, and database applications.
- Process mapping, analytical, problem solving and report writing skills an asset.