

## PLANNER II

**NATURE OF WORK:** This is professional, administrative work where the principal responsibility will be to review and make recommendations to the Planning Board, Heritage Board, and Council on zoning and development, and related enforcement, matters within the City. The incumbent will also participate in the development of policy on current and long-range planning matters as well as provide planning advice on special projects.

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

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Manager of Planning.
- Works closely with all members of the Planning and Heritage Department.
- Develops and maintains working relationships with departmental managers, supervisors and all City employees to assist with Planning related functions.
- Relates to Council through the Manager of Planning and the Director of Corporate Services as well as directly through various Standing Committees.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

### **PRIMARY FUNCTIONS AND ACCOUNTABILITES:**

- Interprets and explains the Official Plan, Zoning & Development By-law, Planning Act and other relevant planning instruments to assist clients and to process development applications.
- Responds to project inquiries and correspondence from the general public, developers, and members of the legal community.
- Reviews Building Permit applications as well as other Permit applications to ensure compliance with City policies and regulations. Where necessary, carries out site investigations to determine compliance with regulations.
- Reviews, evaluates, and processes applications that are submitted to the City for subdivisions, lot consolidations, By-law amendments, rezoning applications, variances, and site plans.

- Prepares and processes Official Plan and Zoning & Development By-law amendments, including the preparation of all material necessary for public hearings.
- Serves as an administrative advisor to Council, Planning Board, and Heritage Board and, where necessary, attends and represents these bodies at meetings, hearings, and appellate proceedings.
- Serves as a City liaison with the general public and other government and non-government agencies and committees on planning and development matters.
- Reviews site plans, landscape plans, and design drawings to ensure that they meet urban design criteria.
- Prepares planning reports and briefs for the Planning Board, Heritage Board, and Council as required.
- Makes formal recommendations on land use matters and delivers presentations to the Planning Board, Heritage Board and City Council.
- Prepares development, encroachment and roads and streets agreements as well as and other legal documents.
- Reviews deeds, easements, right of way agreements and prepares such agreements for the registration process.
- Gathers data and analysis of census information, building statistics, land-use information, and servicing information; formulates conclusions and creates reports.
- Participates in the development of policy on current and long-range planning, and provides planning advice on special projects.
- Performs other related duties, responsibilities, or functions as assigned.

**REQUIRED COMPETENCIES:**

- Sound judgment and excellent decision making skills.
- Excellent writing and communication skills and a high level of attention to detail.
- Exceptional interpersonal skills with a strong sense of customer service.
- A demonstrated ability to deal with sensitive or confidential matters with discretion and tact.
- Ability to manage relationships with external agencies and citizens on behalf of the City Corporation.
- Advanced, verbal and written communication skills and the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast paced environment.
- Exceptional organizational and time management skills to meet frequent and aggressive deadlines.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software and database applications related to duties.

- A comprehensive knowledge of the planning principles that apply to development in an urban setting, including the methods and procedures by which developments are approved.
- Ability to work overtime on occasion to accommodate evening meetings or events.
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- Experience working with planning specific software and GIS applications.
- Demonstrated project management, negotiation, and public consultation skills are an asset.

**REQUIRED QUALIFICATIONS:**

- A minimum of two (2) to five (5) years of experience as a land use planner in a municipal environment.
- A post-secondary degree or diploma in Urban Planning in a program recognized by the Canadian Institute of Planners.
- An equivalent combination of education along with planning and/or development control experience may be considered.
- Must be a Registered Professional Planner or Member of the Canadian Institute of Planners

Salary Assigned – UPSE Band 5

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The City of Charlottetown offers an attractive salary and benefits package and will recruit for this position until it is filled. We welcome your application.

**How to Apply:**

Please apply in confidence, with a cover letter & resumé, along with references. Applications must be clearly marked “Planner II”

**Email:** [hr@charlottetown.ca](mailto:hr@charlottetown.ca)

**In person:** 199 Queen Street, City Hall (sealed envelope, clearly marked, please leave with receptionist, main entrance, City Hall)

**Mail:** Human Resources Department  
City of Charlottetown, PO BOX 98, Charlottetown PE, C1A 7K2

*The City of Charlottetown is an equal opportunity employer and is proud to be an inclusive workplace. Please contact us at [hr@charlottetown.ca](mailto:hr@charlottetown.ca) or 902-629-4123 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs*