

## **TOWN OF PLYMPTON-WYOMING**

### **POSITION DESCRIPTION**

Subject to Approval, February 5, 2010

**TITLE:** Planning Assistant

**REPORTS TO:** Chief Administrative Officer

**DEPARTMENT:** Administration

**EFFECTIVE DATE:**

**POSITIONS SUPERVISED:** None

#### **POSITION SUMMARY:**

The Town has a broad mixture of land uses, hence its planning documents and requirements are relatively complex, requiring assistance to the general public, persons interested in servicing existing lots, creating new ones, seeking minor variance and/or subdivision and/or zoning approvals, as well as official plan amendments, and/or building permits. While these responsibilities are largely executed by the County of Lambton and its staff, the Town has established this full time position to aid the County Planner and help ensure that ratepayers of the Town receive a timely response to their inquiries.

#### **PRINCIPAL RESPONSIBILITIES:**

In consultation with the County Planner:

1. Advises ratepayers, Council, Town staff and others with respect to planning issues that they need to have regard for and follow in their activities.
2. Assists in processing minor variance, severance, zoning, and official plan applications.
3. Acts as Secretary-Treasurer of the Committee of Adjustment, arranging meetings, preparing agendas, recording minutes, and researching information regarding minor variances, new lots, severances, etc. from submission to completion.
4. Assists Director of Public Works and Engineering in subdivision and commercial/industrial development activities for the Town, including reviewing proposals from developers, gathering input from staff on proposals, relaying pertinent information to Council and organizing meetings.
5. Maintains frequent and positive relations with County of Lambton planning staff in order to further the Town's objectives and to assist residents and owners with planning related matters.
6. Assists Council as well as County and Town staff with public meetings under the Planning Act.
7. On request from lawyers, researches and responds to outstanding work orders, zoning status, compliance with lot line clearances and water and sewer connections for new, sold or mortgaged houses in the Town.

8. Is responsible for implementation of the Town's GIS system for properties and maintenance of the 911 Rural Civic Addressing program.
9. Maintains an up-to-date knowledge of all other relevant acts, regulations, by-laws and other legislation, directives and procedures concerning planning related matters.
10. Assists with interpretation of by-laws and regulations for contractors, trades persons, homeowners and the public.
11. Is responsible for in-depth knowledge of the Town's properties and related files.
12. Maintains a current knowledge of Ontario Planning Act and related legislation.
13. Other duties as assigned including Special Research Projects from time to time.

**MINIMUM QUALIFICATIONS:**

1. Grade 12 education or equivalent.
2. A valid Ontario Driver's licence.
3. Demonstrated skill in a variety of computer software relevant to the position.
4. Excellent communication and interpersonal skills.
5. Willingness to take other courses as directed by the Municipality.
6. Willingness to work outside of regular work hours to accommodate meetings and work demands.
7. Post-secondary education and experience in a municipal setting are considered assets.