

County of Lambton Position Description

Position Title: Senior Planning Official

Division: Infrastructure & Development Services

Group: Non-Union

Immediate Supervisor: Manager, Development Services/Chief Building Official

Position Summary

The Senior Planning Official manages land use planning and related activities of the County of Lambton by assisting the Manager, Development Services/Chief Building Official in directing and managing the activities of the Department and providing Planning Act coverage in their absence. The Senior Planning Official acts as the provincial Approval Authority and leads and mentors the entire team of planners supporting land use development for the County of Lambton and for local municipal clients, as outlined in the Planning Act. Responsibilities include maintaining the Official Plan of the County of Lambton.

Job Duties and Responsibilities

Provisions of Planning Advisory Services and Acting as Approval Authority:

- Advise the County and municipal committees/councils on applications for Official Plan amendments, zoning by-law amendments, subdivisions/condominiums, severances, minor variances, site plan control, etc.
- Act as Approval Authority on behalf of the Province of Ontario and County Council under the Planning Act for official plans and associated amendments as well as plans of subdivision and condominium.
- Represent the County of Lambton or client municipalities before the Ontario Land Tribunal and other administrative tribunals, including the courts, serving as an expert witness.
- Liaison with government officials, and the public on behalf of the County of Lambton regarding various planning matters and applications
- Monitor trends, legislation, and other initiatives by reviewing external reports and literature and discussion with other planning jurisdictions, including provincial ministries and agencies.

Human Resources Management:

- Provide direction and leadership to the planning team ensuring County policies are followed.
Prepare work schedules, balance staff workload, assign duties, develop, and implement a training program for staff, and evaluate staff performance.
- Prepare and deliver annual performance appraisals, deliver discipline, and establish corrective action.

- Review and evaluate staff reports, providing guidance and feedback as required.
- Assist in the recruitment and onboarding of planning staff.

Communication:

- Provide interpretation and advice to and in consultation with the Manager, Development Services/Chief Building Official, staff, elected officials, provincial, County, municipal staff, municipal solicitors, and other individuals and agencies concerning the Planning Act, zoning by-laws, municipal by-laws, and regulations administered by the Department.
- Liaise with municipal officials such as Council members, all building-related staff, and other regulatory bodies involved.
- Liaison with applicants, municipalities, external agencies, and ministries on planning issues and property development.
- Respond to and mediate complaints, issues, and conflicts with the public, elected officials, contractors, and other individuals and agencies concerning planning-related matters.
- Resolve disputes concerning applicable Planning Act requirements.
- Provide monthly reports to the Manager, Development Services/Chief Building Official on any activities or matters requiring Council or Committee attention and participate as required.

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Senior Planners, Planners

Indirect Supervision: Summer and Co-Op Students, Junior Planners

Functional Authority: Provides direction, consultative services and advice on employee/planning issues and services to the corporation, other municipalities, individuals, and agencies.

Credentials Required

Minimum Formal Education

- University Degree from an accredited post-secondary school institution, in Planning, Environmental Studies, or a related discipline, or a combination of education and experience in a relevant discipline that is related to areas of service provision.
- Full membership in the Canadian and Ontario Professional Planners Institute and the Registered Professional Planner (RPP) designation.

Experience

- Approximately eight years of experience in a professional planning environment working in urban and rural areas.
- Four years of supervisory or demonstrated leadership experience.
- Ability to communicate effectively with the public, local Councils and staff, architects/engineers, and developers.
- Good organizational, report writing, interpersonal, and mediation skills.
- Familiar with word processing/data processing to the level of accessing data and preparation and approval of letters and reports.

A valid Ontario driver's license and use of a personal vehicle are required.

Please visit our job board at www.lambtononline.ca/jobs and search for posting SEIO005213 to apply. Posting closes on Sunday, November 17, 2024 at 11:59 pm.