

Job Description (DM 757722)

Job identification

Job title:	Planner II
Department:	Planning and Development
Division:	Planning and Environment
Reports to (title):	Manager, Planning and Environment
Pay grade:	
No. of Staff Coordinated:	0

Purpose of position (briefly describe the job holder’s overall role)

Reporting to the Manager, Planning and Environment, the Planner II is responsible for making decisions on development permits, investigates complaints and violations of the Zoning By-law and for preparing land use planning and related projects. The position conducts research studies, reports and analysis required to support policy and long-range plans to guide the future growth and development of the City of Yellowknife.

Main Responsibilities (4–6) and **weighting** in terms of the time spent on each responsibility.

Key Responsibilities	Weighting
<p>1. Planning and Development Officer Exercises Authority as a Development Officer</p> <ul style="list-style-type: none"> • Solicits input from municipal administration, the public and other government agencies regarding development applications, by-law amendments and other related matters • Participates at meetings of Committees of Council and providing assistance and support as required • Represents the City at Development Appeal Board Hearings, as required by the Manager, Planning & Lands • Provides planning assistance in all land development coordinated by the City • Prepares notices, planning reports, decisions, conditions and development agreements • Represents the City on internal committees, working groups related to Heritage and/or land use planning • Reviews and investigates by-law and permit violations and complaints 	

Key Responsibilities	Weighting
<ul style="list-style-type: none"> Supporting and following all City of Yellowknife Occupational Health and Safety policies and procedures May be required to Act in the position of Manager, Planning and Environment in their absence 	
<p>2. Coordinates programs, develops policies and administers and enforces the provisions of the Zoning By-Law</p> <p>Works closely with development and enforcement of the Zoning By-Law</p> <ul style="list-style-type: none"> Receives and evaluates development permit applications and issues decisions pursuant to the City of Yellowknife Zoning By-law, the N.W.T. Cities, Towns and Villages Act, and Community Planning and Development Act Prepares committee memorandums and reports on conditionally permitted uses or zoning applications pursuant to the Zoning By-law and present same to the appropriate Committee of Council Monitors development activity and initiates the appropriate action as provided for in the Zoning By-law and the N.W.T. legislation, to ensure compliance with the provisions of the Zoning By-law 	
<p>3. Client Services and Planning Support</p> <p>Provides front line support to clients and Division</p> <ul style="list-style-type: none"> Meets with the public and applicants to provide information and materials Answers verbal and written inquiries Maintains for inspection by the general public a register of applications for development, the decisions thereon and the reasons therefore completing File Information Requests and Zoning Compliance letters Makes recommendations, decisions and verbal presentations on development proposals, planning transactions and other development related matters Conducts research and prepares background reports to ensure proper evaluations May provide research and recommendation related to acquisition and disposal of land in accordance with the Land Administration By-law 	
<p>4. All other duties as assigned</p>	

Main decisions made in the position. State the main decisions (3–4) required by the job and their impact (on the organization, clients, revenue, reputation, etc.) in the short, medium and long-term.

1.	Carries out research, prepares background reports and makes recommendations on development schemes, plans of subdivision, Community Plan, Zoning By-laws and policies in effect or under consideration by the City of Yellowknife
2.	The Planner II is responsible for ensuring that the Community Plan, Zoning By-law, Land Administration By-Law and municipal development policies are applied in an accurate and consistent manner
3.	
4.	

Issues and challenges (2–3)—State the main issues and challenges (relational, political, organizational, cultural, etc.) encountered in this job.

1.	Tact, discretion, confidentiality, and a high level of accuracy are required in carrying out the work. Due to the highly visible public profile and political involvement in planning and development applications, a great deal of care must be taken to ensure that matters are dealt with in a fair and objective manner. Role defers to Senior team members and/or Managers for guidance
2.	Incorrect or improper decisions may result in embarrassment to the Department and/or liability to the municipality
3.	Errors in judgement or mistakes could result in additional work for team members

Communication (internal and external). Briefly describe the job holder’s involvement with respect to internal communication (senior management, committee and work group, etc.) and externally (national committee, representational duties, etc.).

Internal	External
Requires regular engagement with all levels of City employees	Networks with all levels of government, private industry, community groups and others with respect to the business objectives of the division and department

Academic requirements and minimum experience

Education	Experience (number of years)
University degree in urban and regional planning or a related field	A minimum of 4 years of experience in planning or a related field
A valid N.W.T Class 5 Drivers license	
CIP and APPI – Full or candidate membership with both and be in good standing	

Qualifications

Qualifications (individual contributor) such as business acumen, creativity and innovation, team player, business development, initiative, etc.	Qualifications (management) such as team management, delegation, leadership, being strategic, influencer, etc.
Proficiency in MS Office suite including Excel, PowerPoint & Word	Demonstrates an ability to build strong relationships quickly with internal and external stakeholders, to establish effective channels of communication and a collaborative working relationship
Ability to compose and exhibit visual aids for design analysis of sites, corridors, and neighborhoods using industry standard software such as ArcGIS, AutoCAD, and 2-D and 3-D rendering software	Effectively communicates technical information in an appealing and easy to understand manner, both verbally and in writing

Working conditions

Psychological (includes exposure to verbal abuse, travel that requires overnight stays away from home)

- Occasional need to travel to external offices for meetings, community events or site visits
- The incumbent will be required to manage communications when topics are controversial or may be occasionally unpleasant
- Strain may come from the need to manage workload
- There may be a need for occasional after-hours or non-typical hours when issues arise. Timing flexibility is required with the understanding for reasonable disruptions to personal schedules.

Physical (includes noise, dust, extreme temperatures, working in open areas, etc.)

- Work is typically performed in a climate-controlled office environment
- The incumbent has freedom to take breaks and move about the office freely and can multi-task and set their own work priorities

Other (including sensory attention and physical effort)

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Employee's Signature

Date

Department Head's Authorization

Date

Human Resources' Authorization

Date

City Manager's Authorization

Date