



## **Planning Analyst POSTING No. 202019**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Director of Planning Policy, this position functions as the department's Geographic Information Systems (GIS) lead in conducting research and statistical analysis for the Policy and Development Review divisions. The Planning Analyst is responsible for collecting, creating, analyzing, displaying and maintaining a wide variety of information and acts as an information resource to other levels of government, internal departments, public agencies, special interest groups, Town Council and the public.

The Planning Analyst also provides technical support regarding updates to the Zoning By-law, Official Plan, long range policy planning initiatives and secondary plans, including collaboration with internal departments and external agencies/stakeholders on projects. As part of the planning team, this position is responsible for data creation, processing, analysis and mapping and provides exceptional internal and external customer service for policy, information and development approvals services.

### **Accountabilities:**

- Serve as the Planning and Development Department Geographic Information Systems (GIS) team lead, responsible for preparing specialized mapping requests for a wide variety of planning projects
- Prepare and present graphical information to internal departments, public agencies and public at large in forums such as corporate meetings, inter-agency committee meetings and before Town Council
- Track development activity and provide updates for public review
- Work with the GIS/ITS Staff to develop and maintain planning related datasets within the Town's centralized corporate Enterprise GIS
- Perform quality assurance and quality control (QA/QC) and identify and resolve data integrity issues
- Create and maintain data license agreements
- Complete routine collection, processing and loading of externally sourced datasets and facilitate the sharing of Town datasets with external agencies
- Develop queries, perform analysis, and produce maps, charts and reports
- Participate on internal/external meetings with agencies, staff and interest groups with respect to policy projects, Public meetings and workshops (Halton Geospatial Working Group, Policy Projects Technical and Town Web & Intranet Steering Committees)
- Complete research and analysis as required in support of active development review projects and policy studies
- Prepare and deliver staff reports for Senior Management approval when required
- Provide graphic design for publications and 3D modeling to support urban design initiatives, analysis and recommendations

- Provide Web Site guidance, content updates, maintenance and support to staff and departmental information
- Design graphics and provides mapping for reports, publications, special projects and presentations for staff
- Provide central point of contact within the Planning and Development Department and with regard to other Departments and external agencies for day to day, short and medium term needs related to information technology
- Contribute to the development and maintenance of the Town's Enterprise GIS
- Prepare content and coordinate/perform the uploading of content to the Towns website and/or Intranet (HUB)
- Engage a diverse range of public and private customers in the effective and efficient response to phone, e-mail and front counter inquiries
- Review Development Permit applications filed under the jurisdiction of the Niagara Escarpment Commission (NEC), circulates to Town Departments, provides comments on Official Plan and related Town policies and provides consolidated report to the NEC
- Conduct site inspections in evaluating conditions of specific Niagara Escarpment Commission development permit applications
- Coordinate, monitor and support the Site Plan securities collection, tracking, reduction and release processes
- Fulfill Department work program objectives and priorities established by the Director of Planning Policy
- Develop Planning related forms and templates for departmental use
- Perform other job related duties as required

**You possess:**

- A degree or diploma in Urban and Regional Planning or closely related field, with a certificate or specialty in GIS
- Minimum 5 years progressive experience in development & policy planning and GIS analysis preferably within a municipal environment
- Proven experience with ESRI's ArcGIS software products, and the Microsoft Office suite including Access
- Membership or eligibility for membership to a related professional organization CIP/OPPI, AOLS (GIM) or CACPT
- Ability to provide a solution oriented, customer service approach using good judgment, creativity and strategic thinking. Knowledge of Provincial planning legislation, regulations and policy statements, other provincial legislation and plans, Regional planning policies and Town policies and by-laws
- Data management skills – data manipulation, working knowledge of databases & database management
- Knowledge of current and evolving GIS best practices, standards and technologies
- Excellent inter-personal, communication and presentation skills
- Effective time management/organizational skills to prioritize competing tasks, conflicting due dates and meet legislated and corporate time lines
- Excellent research, problem solving and report writing skills
- Ability to work independently and in a team environment
- Experience working with geospatial and relational databases, Structured Query Language (SQL) and ESRI Geodatabases
- Knowledge of and skills in working with geospatial data types and data models (vector, raster, ortho-photography, DEM/DTM, CAD etc.)

- Extensive knowledge of ESRI ArcGIS Desktop software, specifically ArcMap and ArcCatalog, extensions, and scripting with python
- Computer skills (Windows 7/10) Microsoft Office Suite (including MS Access)
- GIS Analysis, Data Creation & Cartography using the ESRI ArcGIS Desktop Suite
- Experience with AMANDA, AutoCAD Map, web content creation / HTML, and/or Graphic Design Software (Illustrator/Photoshop) would be considered an asset

**Compensation:**

The salary for this position (35 hours per week) is \$72,310 - \$86,085 per annum.

This position may be required to attend evening Council meetings, committee meetings, and public information sessions

**Application:**

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 28, 2020. Please quote Posting No. 202019 on your cover letter. Please apply using only **one** method of application below.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 202019

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**