



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

SENIOR PLANNER – LONG RANGE POLICY PLANNING

Planning and Development – Job # P1255

CLOSING DATE: NOON – JULY 18, 2024

JOB SUMMARY:

The position reports directly to the Manager of Long-Range Policy Planning.

The Planning and Development Department will provide a city-wide Long Range Policy Planning function which will be led by a Senior Planner. This position is an advanced professional planning position working at a supervisory level involving considerable independent judgement in the development of innovative approaches in urban planning. The incumbent is responsible for managing and monitoring the implementation of the Municipal Development Plan, as well as preparing any updates; guiding the development of Secondary Municipal Plans for Downtown and Neighborhood Plan areas and other area specific land use plans of a complex nature and of significant scope and scale. In addition to this, this position is responsible for conducting regular reviews and updates of the Zoning By-law. The position demands the application of a broad skill set in matters of land use, public engagement and consultation, community development and sustainability (social, environmental, economic) in the creation of area plans to integrate objectives of the Municipal Development Plan, Sustainable Transportation Plan, Recreation Master Plan and other plans, strategies and policies. It also requires a sound understanding of urban design and urban form principles and their application within an urban context, as well as a thorough understanding of the development approvals process. The position is responsible for leading and overseeing the public engagement process for plan making processes, supervising technical support staff and contracted professional planning services, and representing the City and the Department on various committees, working groups and at public meetings.

Starting Salary range: \$80,693 - \$90,779



APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

City of Moncton Salary and Wage Scale

EDUCATION:

- High School graduate or GED equivalency.
- Must have a graduate or undergraduate degree in planning from a recognized professional planning school.
- Must be a full member of the Canadian Institute of Planners.

EXPERIENCE:

- Candidates must possess a minimum of five (5) years of relevant experience, preferably working with larger urban centre municipalities with experience in a broad range of projects including leading the review and update of Municipal Development Plans, Neighbourhood Plans and other area specific land use plans.
- Must have two (2) years of supervising and project management experience.

LANGUAGE:

- The ability to communicate in both official languages is a requirement (English and French).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of planning legislation and ability to perform legislative planning functions associated with the Community Planning Act.
- Strong theoretical and practical understanding of community planning principles, methods and procedures is demonstrated.
- Ability is shown to work independently and with minimal assistance.
- Awareness and understanding of current planning and development issues in communities are demonstrated.
- Understanding of Planning Department's policies, priorities, processes and procedures is demonstrated.
- Ability to provide effective leadership and direction to other planning and development staff.
- This position requires extensive computer skills and knowledge of municipal databases, word processing, Windows applications and e-mail. Example: Microsoft Outlook/Excel/Word/Power Point.
- Ability to instruct and supervise junior planning staff relevant to the assigned work program.
- Ability to initiate ideas and make sound judgments.
- Must possess strong organizational and time management skills and be capable of working without direct supervision.
- Close attention is paid to detail and to verifying accurate information.
- Ability to effectively communicate both verbally and in writing.
- Good presentation skills.
- Ability to work effectively in a customer-oriented and collaborative working environment.
- Ability to meet, consult and deal in confidence with municipal officials and business/industry.
- Ability to identify, analyze and resolve complex planning and development concerns and issues.

CONTACT:

- This position will have significant impact on the image of the department and will have frequent contact with internal and external customers. Requires courtesy and diplomacy for exchanging information through calls from the general public, members of council, civic administration, media, heads of agencies, commissions, and local or national organizations. This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly.
- Requires behavioural characteristics that reflect the best interest of the corporation and the community at large.
- Must use judgment and a high degree of customer service skills in dealing with contacts. Must be professional and neat in appearance.

SUPERVISION:

- Can provide some project management and supervision to planning staff and other city staff supporting Long Range Policy Planning projects.
- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.

CONDITIONS OF WORK:

- Normal working hours shall prevail, under agreeable working conditions in an office environment. This position will be required to work beyond the normal workday to attend regular public Council meetings, attend Planning Advisory Committee and other committee meetings, as well to prepare reports in a timely manner to meet specific deadlines, deliver public presentations, facilitate public hearings and public consultation on municipal planning matters.
- Frequent listening concentration, responding to enquiries and problem situations.
- Requirement to deal with upset or impatient individuals.
- Work under pressure of deadlines requiring the need to constantly reorganize priorities.
- Required to respond professionally to upset public, in person, on the phone, and at public meetings.
- Planners may face conflict and hostility in public sessions, particularly when presenting an unpopular corporate position.
- Frequently required to attend evening meetings and make public presentations.