

# Clarington

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## **The Corporation of the Municipality of Clarington Planning and Infrastructure Services requires a Senior Planner – Development Review Division**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight lower tier municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We are committed to being an employer of choice by attracting, retaining, and providing support and opportunity to reach career ambitions; creating an innovative environment for people to thrive; and we value work life balance creating an environment for flexibility.

Clarington promotes a culture of corporate excellence that is built on the core values of accountability, integrity, and respect. These values will guide the Municipality as it works to enhance the quality of life in our community. They define what we stand for, how we do our jobs, how we treat one another and how we serve the people of Clarington.

The Development Review Division is one of the Divisions within the Planning and Infrastructure Services Department and is responsible for development approvals involving applications for land use development and/or change. Applications include Official Plan amendments, proposed plans of subdivision, proposed plans of condominium, rezonings, site plan applications, consent applications, minor variances, sign permits and are the main contact for planning related public inquiries. Staff work closely with applicants, agencies and staff from other departments.

## What the role entails

Reporting to the Manager of Development Review, the Senior Planner will be responsible for carrying out complex planning assignments with minimal supervision. The position will focus on facilitating development applications in an efficient and timely manner.

## Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Applying advanced expertise to process complex development applications and negotiate conditions of approval.
- Preparing and presenting reports to Council on a wide variety of municipal planning matters.
- Managing projects and conducting comprehensive planning studies, including research, analysis, and policy formulation.
- Facilitating public consultation and responding to inquiries.
- Making presentations to Council, public information centres and to resident groups as required.
- Mentoring and expert resource for junior planning staff.
- Leading in the establishment of new standards, processes and customer service initiatives including utilization of the AMANDA system to maintain all development application processes and procedures of development review processes.
- Representing the Municipality and the Department in a variety of settings with the province, other municipalities, agencies, developers, citizen groups, residents, and other Departments.
- Helping facilitate major economic development projects with Economic Development staff.
- Providing expert testimony before Appeal Tribunals.
- Other duties as required.

## Qualifications

The successful candidate will possess:

- A degree In Urban and Regional Planning from a recognized university program or an honours degree in a related program.
- A minimum of four (4) years of progressive planning experience at the municipal level.
- A designation as a Registered Professional Planner (RPP).
- Excellent working knowledge of the Planning Act, Provincial Plans, and municipal development processes.
- Excellent understanding of good urban design principles to evaluate proposals.
- Demonstrated excellent written and verbal communication skills with the ability to convey complex or detailed information in a manner that is understandable to a variety of audiences.
- Excellent research, analytical and problem-solving skills for highly complex projects.
- Excellent interpersonal, organizational, leadership and negotiation skills.
- Ability to work independently and as a senior member of a team.
- Excellent project management skills including timely delivery of results.
- Sound knowledge of planning principles and practices.

- Demonstrated commitment to continuous learning.
- Demonstrated experience at Appeal Tribunals.
- Proficiency in Microsoft Office, including Excel and PowerPoint.
- Proficiency in various types of software used in Planning including GIS, Development Tracking Systems, Adobe Acrobat/InDesign, or various databases is an asset.
- Legally able to work in Canada.

## What we offer you

We offer the following for this position:

- Salary: \$91,086 to \$105,882 - Code 15 of the 2024 CUPE Inside Collective Agreement.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of a valid Ontario Driver's Licence.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). The deadline to apply is **September 26, 2024 at 11:59 p.m.**

This job competition number is **File # 113-24**

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.