



**The Township of Severn
Career Opportunity**

DIRECTOR OF PLANNING AND DEVELOPMENT

The Township of Severn is located in the north eastern quadrant of the County of Simcoe, and adjacent to the City of Orillia, invites applications for the position of Director of Planning and Development.

Reporting to the Chief Administrative Officer, the Director of Planning and Development will be responsible for all matters encompassing but not limited to long range planning, development, land use, zoning by-laws, plans of subdivision. Further, the successful candidate will conduct research, analyze and prepare reports providing professional planning advice to Council and Planning Committee, the public and potential applicants regarding development applications. As the Director of Planning and Development you will oversee the day-to-day operations of the Department, as well as that of the Building/By-law Department.

Minimum qualifications for this position is a Bachelor's Degree in Urban Planning, or equivalent, Membership in the Canadian Institute of Planners and the Ontario Professional Planner's Institute, 10 years municipal planning experience, preferably in a small urban and rural setting. Clear understanding of provincial legislation on planning issues. Excellent interpersonal communication skills, strong organizational skills. Excellent report writing and presentation skills to communicate corporate policies. Strong computer skills and working knowledge of Microsoft Office.

The 2012 salary range for this position is \$77,477 to \$91,163 and includes a competitive and attractive benefit package. This position is based on a 35 hour work week, and involves evening meetings.

Interested persons are invited to submit a detailed resume clearly marked Director of Planning and Development to the attention of **Michelle Prophet-Healy, Human Resources, no later than February 4, 2012** to the Township of Severn, 1024 Hurlwood Lane, P.O. Box 159, Orillia, Ontario, L3V 6J3; or by fax to 705-327-5818, or by e-mail to mprophet@townshipofsevern.com

The Township of Severn is an equal opportunity employer. We thank all applicants; however, only those considered for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection



JOB DESCRIPTION

JOB TITLE: Director of Planning and Development

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Zoning Administrator, Chief Building Official,
Administrative Assistant

SUMMARY OF FUNCTION:

Responsible for the management of the Township's Planning, Development, Building and By-law functions including licensing and septic's.

MAJOR DUTIES:

1. Prepares and processes Official Plan and zoning by-law amendments for consideration by the Planning and Development Committee and/or Council in accordance with notice requirements of the Planning Act. Presents information to Council and /or the Ontario Municipal Board; attends public meetings as required.
2. Reviews all building permit applications to ensure that the proposed use of land and location of structures complies with zoning by-laws.
3. Supervises the operation of the Committee of Adjustment for severances and variances to the zoning by-law. Prepares planning reports, attends Committee meetings to record minutes in absence of Secretary. Attends Ontario Municipal Board hearing to present evidence, as required.
4. Assists members of the public to process applications for the Official Plan and/or rezoning through the Planning and Development Committee.
5. Attends Planning and Development Committee meetings. Records minutes and reports recommendations to Council as required.
6. Organizes and attends checklist meetings on development/ subdivision agreements. Administers the executed and the pre-servicing agreements.

7. Informs the By-law Enforcement department on matters concerning possible contravention of the zoning by-laws. Provides planning evidence before the courts on by-law prosecutions when necessary.
8. Accountable for the by-law enforcement functions, Township Licensing requirements and septic inspections.
9. Accountable for 911 Rural Municipal Addressing and Development.
10. Responsible for staff supervision, budget, assets and activities within the Planning, Building division.
11. Performs other related duties as assigned.

SKILLS:

Post-Secondary degree in related field of study with 10 years working experience.

General knowledge of Ontario Municipal Planning laws, including the functioning of the Planning and Development Committee and the Committee of Adjustment.

Ability to read and understand various planning related documents including zoning by-laws, subdivision agreements, and plans of subdivision.

Written and oral communication skills.

Interpersonal skills to deal with the public.

High degree of integrity due to exposure to confidential and/or political sensitive information.

Working knowledge of the Ontario Occupational Health and Safety Act and Regulations, as it pertains to this position.

EFFORT:

Job involves freedom of movement with some sitting, standing, walking, and so on.

WORKING CONDITIONS:

Normal office environment.

Adopted: June 2010