



Job Posting

Planner

The Planner is primarily responsible for the development and amendment of planning documents that will guide and regulate development activities in the Municipality of the County of Cumberland. The Planner will communicate with members of the public, various committees, and Council regarding recommendations and identify how land use policies may affect the overall direction of growth and development in the Municipality.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Thursday, April 6, 2023, at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Planner"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Planner

Department of Development and Planning

Overview

The Planner is primarily responsible for the development and amendment of planning documents that will guide and regulate development activities in the Municipality of the County of Cumberland. The Planner will communicate with members of the public, various committees, and Council regarding recommendations and identify how land use policies may affect the overall direction of growth and development in the Municipality.

Duties include the administration of the Municipality's Municipal Planning Strategy, Land Use By-Law, and Subdivision By-Law. The Planner shall be responsible for conducting research, preparing reports and making recommendations to senior management and council on land use planning and other related matters. Additional duties performed by the Planner include preparing development agreements, responding to public enquiries, planning policy formulation, and special planning projects as assigned.

The Planner reports to the Director of Development and Planning

Responsibilities

Manage the processing and administration of planning applications, including development permits, agreements, and amendments to the Municipal Planning Strategy, Land-Use By-Law, and Subdivision By-Law. This includes coordinating the public participation programs, organizing public information meetings, public hearing, etc.

Ensure planning documents are regularly updated and keep current.

Manage heritage properties and Heritage By-Law applications.

The Planner shall oversee the appointment of and training of Development Officers.

Communicate directly with council, senior management, and the public. The Planner will make professional planning recommendations based on experience and education and may be required to defend those recommendations to the Nova Scotia Utility and Review Board.

Represent the Municipality on planning and development issues with outside departments and agencies.

Maintain a positive and productive relationship with the public, developers, external agencies, and municipal staff. The Planner shall always maintain a superior level of customer service.

Assist in preparing and monitoring department budgets and identify the department's spending priorities in relation to the execution of the Municipality's planning function.

Manage consultant studies and planning projects.

Qualifications

A bachelor's degree or higher in Urban or Rural Planning or other relevant degree.

The preferred applicant will be a member of the Canadian Institute of Planners (CIP), or eligible for membership.

The applicant must be able to demonstrate progressive experience in rural and urban planning and development roles.

Certification as a General Development Officer by Municipal Development Officers Association of Nova Scotia (or willingness to obtain within 36 months)

Valid Driver License with current Driver Abstract Report and Criminal Record Check.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$71,000	\$73,625	\$76,250	\$78,875	\$81,500	\$84,125

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.