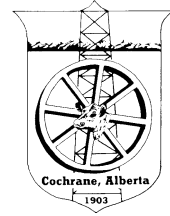




TOWN of COCHRANE Job Description



Job Title: Development Planner, Level II	Department: Planning and Engineering Services Division: Planning
Reports To: Manager of Planning	Subordinate Positions: Development Planner, Level I
Hours per Week: 35 hours/week	Wage Grid / Level: Full-Time Grid / Level 7
Approved by Director: Director of Planning and Engineering Signature: _____ Date Approved: _____	Reviewed by Human Resources: Human Resources Manager Signature: _____ Date Reviewed: _____

Position Summary:

Reporting to the Manager of Planning, this position prepares and processes statutory and non statutory planning documents, development and subdivision applications and present recommendations to Cochrane Planning Commission, Council, Subdivision Approving Authority and Subdivision and Development Appeal Board.

Responsibilities Include:

- Prepare and process statutory and non-statutory planning documents, subdivision applications and development permit applications.
- Ensure application timelines and statutory requirements are met.
- Provide guidance and advice to Cochrane Planning Commission, Council, Subdivision Approving Authority, Subdivision and Development Appeal Board and ad hoc planning committees when required.
- Assist in developing and implementing planning process improvements.
- Provide mentoring and direction to the Development Planner, Level I.
- Provide backup for Planning and Engineering team members in their absence.
- Provide responses to public inquiries with respect to current planning matters.
- Work with applicants and stakeholders to resolve issues arising from planning applications.
- Provide updated planning information to the GIS administrators.
- Assist with budget and business planning for the division.
- Attend evening meetings.
- Prepare Subdivision Servicing Agreements and resolve any associated issues.
- Liaise with other Planning and Engineering Divisions which includes Engineering, Safety Codes, Environment and Economic Development functions.

- Manage one's own professional development and growth within guidelines and resources available.
- Maintain constructive relationship with internal customers and suppliers.
- The duties and responsibilities outlined above are representative, but not all-inclusive.

Qualifications:

- Post secondary degree in Planning or related field
- Minimum 3 years experience in a municipal planning environment.
- Membership or eligibility for membership in the A.A.C.I.P.
- Demonstrated problem solving skills.
- Strong computer, presentation and communication skills.
- Strong attention to detail and timelines.
- Experience with municipal planning processes and practices.
- Ability to work on an independent basis and as a team member.
- Strong external and internal customer service skills.

Employee Name
(Please print)

Employee Signature

Date

Supervisor Name
(Please print)

Supervisor Signature

Date

This personal information is being collected for the purpose of the Town of Cochrane salary administration and performance management programs. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns, please contact the Human Resources Department at (403) 851-2517.