

## **Planning Technician/Secretary-Treasurer Committee of Adjustment**

### **Job Posting ID 24E-27**

With a population of approximately 53,000, North Bay is a beautiful, vibrant and diverse community nestled between Lake Nipissing and Trout Lake. Conveniently located just three and a half hours from major Ontario centres such as Toronto and Ottawa, North Bay is a progressive community well positioned for growth.

**Join our team and create your future with the City of North Bay. Discover the Gateway to the North, where easy living is embraced.**

Applications are invited for the position of Planning Technician/Secretary-Treasurer Committee of Adjustment within the City of North Bay's Planning Department. Reporting to the Manager, Planning and Building, this role is an integral part of service delivery to the residents of North Bay through supporting the planning function.

#### **Key Accountabilities**

- Provides high levels of customer service and front-line technical response to City of North Bay internal departments, City residents and external agencies; reviews and responds to planning-related inquiries and seeks additional information as needed, referring inquiries as appropriate.
- Fulfil all duties associated with the role of Secretary-Treasurer for the Committee of Adjustment
- Responsible for administration, interpretation and enforcement of Zoning By-law, Site Plan Control By-law, Sign By-law, Development Charges By-law, Residential Rental Housing Licensing By-law etc.; resolves non-compliance issues, and/or issues citations; conducts follow up inspections to ensure implementation of corrective measures.
- Conducting research and fieldwork, and other work necessary to participate, assist, and process development approval applications and special projects.
- As an appointed delegate of Council, executes site plan control agreements, approves plans and drawings on behalf of Council for all properties on Trout Lake and the watershed of Trout Lake.
- Receives complaints, conducts investigations, negotiations, swearing information, and giving evidence in Court Trials where necessary

#### **Key Qualifications:**

- 3-year College diploma (Planning Technician or related), a degree in Planning will be considered an asset.
- A minimum of three (3) years of municipal experience with a thorough knowledge of municipal planning and Committee of Adjustment functions.
- Working knowledge of the Planning Act as it related to severances, minor variances and Committee of Adjustment.
- Proficient in Microsoft Office applications, such as word processing, spreadsheet, database and presentation software applications, as well as Internet research abilities.

#### **The following will be considered as assets:**

- Accredited Secretary/Treasurer (ACST) designation and member of OACA is preferred and/or Certified Planning Technician and member of CAPTA.
- Registered Professional Planner (RPP) or working towards the RPP designation.
- Demonstrated ability to make decisions involving multiple routine tasks.
- Superior organizational, analytical, investigative, problem-solving, interpersonal skills, a demonstrated ability to work independently, and excellent verbal and written communication skills.

**Hours of work:** 8:30 a.m. to 4:30 p.m. Monday to Friday (35 hours/week). Periodically, there may be a requirement to work outside of regularly scheduled hours.

**Environment:** Non-Union

The 2024 annual salary range for this non-union position is \$63,938 - \$79,900. We offer an employer paid comprehensive benefit package including Health and Dental Benefits, and Life, Long-Term Disability, and AD&D Insurance, as well as an Employee Assistance Program. The City of North Bay is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter **in one PDF document via email to: [staffing@northbay.ca](mailto:staffing@northbay.ca) no later than 11:59 p.m., Sunday June 9, 2024 Please identify the Posting ID: 24E-27 in the subject line.**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the City of North Bay's Accessibility Policy. We encourage applicants to make their needs known to Human Resources in advance.

**An Equal Opportunity Employer**

