

Senior Planner - 1104

Position Title

Senior Planner

Status of Position

Permanent Full Time



Position Description

Job posting closes: February 28, 2021 at 5:00 pm (MST)

An Eligibility List may be established from this job posting – The duration of the eligibility list will be 6 months. Future vacancies will be filled by going to the next highest ranked candidate until the eligibility list expires. The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

This position is covered by a collective agreement between the City of Whitehorse and the Public Service Alliance of Canada/Yukon Employees Union.

Senior Planner

Job Code: 111

Department: Planning and Development Services

Job Summary:

The incumbent leads, project-manages and coordinates urban and growth related planning projects as well as planning applications for the City.

Duties and Responsibilities:

1. Project-manages and coordinates, as assigned, the development of the City Official Community Plan and growth management strategy, including engagement with the public, City Council, external stakeholders, First Nation government staff and City staff. Ensures production of supporting documentation and of the draft and final Official Community Plan. Oversees the implementation of, and amendments to, the Official Community Plan.
2. Clarifies and defines, with the Manager of Planning and Sustainability Services and affected departmental and City staff, the proposed scope or terms of reference for specialized planning projects, adjusting where necessary as the project proceeds. Obtains and negotiates buy-in for terms of reference as appropriate.
3. Oversees, completes, or coordinates special projects, including neighbourhood plans, official

community plan and zoning bylaw reviews, specialized studies, and other City planning exercises. Maintains project management tools to ensure effective, on-time, on-budget project delivery, including by assigned staff and contractors. Completes procurement, retains consultants with specialized knowledge, and assembles a project team as needed.

4. Coordinates, as assigned, all stages of the Official Community Plan and Zoning Bylaw applications process. Provides information and recommendations relating to Official Community Plan Amendment and Zoning Bylaw application submissions and process to the applicants, the public and City Council.
5. Responds to customer, consultant, internal and external agency enquiries on planning matters or delegate enquiry to planning staff. Responds to media enquiries, as assigned.
6. Prepares and monitors (controls), under the direction of the Manager of Planning and Sustainability Services, the planning annual operating and capital budget.
7. Coordinates and liaises with City departments, agencies, First Nations governments on a wide range of planning issues. Initiates and participates in City committees and intergovernmental working groups on key initiatives impacting portfolio.
8. Collects and analyses technical data, undertakes studies, and presents reports to staff, public and Council. Reviews consultant reports and provides comments based on planning and community expertise.
9. Supplies professional expertise to other departments in relation to planning and development and interprets plans, bylaws, policies and legislations for the public, developers and consultants.
10. Conducts ongoing portfolio reviews and provides input and recommendations to the Manager of Planning and Sustainability Services on processes and strategies, for continual improvement.
11. Plans, schedules, directs and ensures, the quality of work of assigned staff. Also trains assigned staff and contributes to their recruitment, performance appraisals and disciplinary action.
12. Follows, and ensures that reporting staff follow, so far as is reasonably practicable, established safety procedures and standards.
13. Acts as Manager, Planning and Sustainability Services as assigned.
14. Other related duties.

Position Requirements

Working Conditions:

Majority of the work is performed under normal office conditions. Potential for exposure to inclement weather when conducting external site inspections. Works 7 hour shifts Monday to Friday.

Required Knowledge, Skill and Abilities:

- ♦ A university degree in Urban Planning, or a related field.
- ♦ A minimum of five years' progressive experience in planning and sustainability. Municipal experience is an asset.
- ♦ A minimum of 6 months of on the job experience.
- ♦ Superior communications skills, both written and verbal.
- ♦ Ability to engage with and present work to a variety of audiences including, City Council, Senior Management, First Nation and territorial government staff and the public.
- ♦ Proven inter-personal, conflict resolution, negotiation and organizational skills.

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

Vehicle, general office equipment, computer with software applications such as Outlook, Word, Excel, Microsoft Dynamics (GP), GIS and AutoCAD.

Other Details:

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at <https://www.whitehorse.ca/departments/human-resources/how-to-apply>. If you have any further questions regarding this posting, please contact the recruiter at HR@whitehorse.ca.

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

The City of Whitehorse in its sole discretion may change the start date and/or the closing date, or the competition may be recalled without any prior notice based on the operational requirements of the City or the department under the COVID-19 situation. The City of Whitehorse will hold no obligations to the applicants regarding the competition.

Employment Contract

PSAC Y023

Range

\$43.71 to \$51.42 per hour

Hours Per Week

5 X 7 Hours

Guaranteed Minimum Hours

35

Start Date of Position

3/2/2021

Number of Hires Needed

1