



## Position Description: Planning Coordinator

### Job Summary:

The Planning Coordinator is responsible for the preliminary assessment of consent applications and zoning by-law amendments and the preparation and circulation of these applications for Committee and Council consideration. Reporting to the Senior Planner, the Planning Coordinator acts as the secretary-treasurer for the Committee of Adjustment and provides administrative support for all functions under the Planning Department. The Planning Coordinator will prepare reports, recommendations, maps and schedules relating to these applications. The Planning Coordinator will work with the Senior Planner in reviewing and updating the municipal planning documents.

### Main Responsibilities:

- Process, review and manage planning applications to meet tight legislated timeframes set out in the Planning Act.
- Provide verbal and written advice and information to the public, developers, agencies, other stakeholders on matters related to planning within the Township.
- Prepare reports and documentation in accordance with legislation and ministry policies.
- Assist in formulating policies and strategies relating to land use planning.
- Attend Municipal Council and Committee of Adjustment meetings to provide information and make recommendations on issues related to planning applications.
- Perform other related duties.

### Supervision:

None

### Education and Experience Required:

- University degree or College diploma required, preferably in planning or a related field of study.
- Minimum of one year experience in land use planning is required.



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### Other Requirements:

- Excellent communication and public relation skills are required as well as a commitment to understanding and meeting customer/community needs.
- Valid driver's license and access to a reliable vehicle.
- Computer skills – proficient in Microsoft Office and experience with GIS

### Working Conditions:

- Work in an office environment on a regular basis.
- Occasional exposure to outside work, conduct site visits as required.
- Occasional attendance at evening/weekend meetings.
- Exposure to some disagreeable working conditions including long periods of sitting, frequent interruptions and hours extending beyond standard business hours of operation.

### Position Review Information

**Original Created: 2023-08-29**

**Updated By:** Tim Jeronimus, Manager of Development Services / Chief Building Official

**Date:** 8/29/2023

**Approved by CAO:** Arthur Anderson, CAO      **Date:** 8/31/2023