



Planner/Secretary Treasurer to Committee of Adjustments Development Charges Coordinator (Job #030)

Cambridge is a thriving city located in Canada's Technology Triangle, a rich industrial heartland of southern Ontario. We are strategically located astride highway 401, and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 129,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining & colourful festivals.

There is an opening for the above position within the Development Planning Division of the Development and Infrastructure Department, available January 4, 2016. Reporting to the Manager of Development Planning, this position is responsible for the following duties:

- Reviews site plan and development applications, including minor variance, consent, site-plan, zoning by-law and official plan amendments; provides professional planning advice and recommendations.
- Reviews applications for the Committee of Adjustment, writes staff reports, and effectively communicates with applicants.
- Responds professionally to phone, email, and in-person inquiries in a thorough and timely manner, providing exceptional customer service.
- Understands and interprets the City's Development Charges by-law; reviews and calculates applicable Development Charges; and, coordinates with the Region of Waterloo and local School Boards.
- Prepares presentations for Committee of Adjustment Hearings, and presents staff reports at public meetings.
- Coordinates and consults with city staff and agencies, developers, consultants, and members of the public for site applications.
- Participates at the Ontario Municipal Board by providing expert advice, when required.
- Participates on the Committee of Adjustment as Secretary-Treasurer and Planner.

Minimum Requirements:

Possession of a four year Undergraduate Degree in Urban and Regional Planning, or equivalent, along with two to three years of related experience in a planning role, including development application review. Urban design experience or education is considered an asset. Possession of current membership with the Ontario Professional Planning Institute is also required, along with a Registered Professional Planner designation, and a valid driver's licence. Proficiency in computer and office applications, including AMANDA, Microsoft Office, Onpoint, Geographic Information System (GIS), and Sketchup.

The annual salary range is \$72,845 to \$77,420 per annum and a full benefit program is provided. Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday inclusive (35 hours per week).

We invite qualified candidates to apply for this position by visiting:

<http://www.jobs.net/jobs/cambridge/en-us/search/> by 4:30 p.m., Wednesday, December 2, 2015.

If you require support or accommodation due to a disability, please contact hraccessibility@cambridge.ca or 519-740-4680, extension 4640.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519-740-4680, extension 4583.