

The City of Barrie is committed to providing excellence in municipal services for the 140,000+ citizens of this vibrant and prosperous community, one of the fastest growing and most beautiful lakefront cities in Ontario.

The Corporation is seeking a friendly, personable, dedicated, enterprising and results-oriented leader.

The City of Barrie provides a dynamic operating environment and working conditions, and an attractive benefits package.

Please submit your resume electronically by quoting file# I-11-11 Zoning Administrative Officer (MS Word format only; quote file number in subject line), by 4:30 p.m. on Monday, April 4, 2011 to: E-mail hrjobs@barrie.ca Human Resources Department, City of Barrie, P.O. Box 400, Barrie, Ontario, L4M 4T5.

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the *Municipal Act, S.O. 2001, c.25* and will be used to determine employment eligibility. Questions regarding collection should be directed to the Human Resources Department at 705-739-4202.

ZONING ADMINISTRATIVE OFFICER

The successful applicant's responsibilities will be:

- Interprets and applies the municipal Zoning By-law and the municipal Two-Unit House Registration By-law to review development applications, permit applications, municipal license applications, two unit house registration applications and compliance letter requests. Provides information on the Committee of Adjustment, the Property Standards Committee, development charges and levies.
- Acts as Registrar for the Two-Unit House registration by-law by receiving, evaluating, researching and approving applications for two-unit house registrations including the tracking and publication of same. Also included: the initial investigation / research of registration violations and discussions with property owners to obtain compliance.
- Responsible for the calculation and collection of development charges and development-related levies (\$16 to \$29 million annually) through the interpretation and application of various zoning and development charges by-laws.
- Receives, evaluates compliance, reviews and approves applications for new subdivisions, site plans, building permits, pool enclosure permits, retaining wall permits and municipal licenses with respect to the municipal Zoning By-law, the Two-Unit House Registration By-law and various development charges and levies, includes site visits when necessary.
- Works in consultation with the Zoning Officers by providing interpretations, attending negotiation meetings on violation matters in an effort to obtain voluntary compliance.
- Undertakes Committee of Adjustment activities, i.e.
 - Acts as Secretary-Treasurer and file manager.
 - Provides written reports/interpretations of a procedural and/or technical nature.
 - Reviews and tracks development agreements initiated by the Committee of Adjustment. Included is the review of surveys for road widenings, undertakings and other legal documents
 - Receives any, forwards required documentation to the Ontario Municipal Board and notifies appropriate staff.
- Provides functional guidance of a technical and/or interpretative nature.
- Prepares permitted use letters by researching and providing written confirmation of compliance of property land use.
- Tracks costs associated with various files and invoices applicants in accordance with the City's fees by-law.
- Prepares, retains, retrieves and maintains data and records in a clear and concise manner.
- Assists with budget projections by providing statistical information.
- Participates in the review and development of customer service information materials.
- Provides evidence and opinions before the Ontario Municipal Board (OMB), Divisional Court and Superior Court of Justice in regards to offences under the Zoning By-law, Two-Unit House Registration By-law or the Planning Act.
- Acts as Secretary to the Property Standards Committee.
- Participates as a member of the Building Standards Branch, providing input on department / division / corporate planning, strategic initiatives, performance improvements. Champions the corporate mission and values.

Applicants must have:

1. A two year college diploma in Urban and/ Regional Planning, Geography.
2. Successful completion of the Ontario Association of Committees of Adjustment Primer on Planning, and possession of certificate.
3. Two years of closely related experience.
4. A thorough working knowledge of the Planning Act, Development Charges Act, Condominium Act, Municipal Act, Official Plans, Zoning By-laws and parliamentary procedures.
5. Ability to read and interpret legal documents.
6. Computer literacy utilizing the Microsoft Office Suite (Outlook, Word), Windows-based database software and the internet. Experience with permit and inspection tracking software (such as AMANDA) is an asset.
7. Very good interpersonal, organizational/co-ordinating, project/time management, research, analytical, communication, problem-solving/mediation, public relations, customer service and multi-tasking/work prioritization skills.
8. Ability to interact effectively and courteously with all contacts in a political and community/client service environment; to exercise discretion and judgment when handling confidential/sensitive/controversial information and ensure the security of such information/files; to build co-operative/collaborative working relationships, and internal and external alliances; and to champion corporate programs/initiatives, mission and values of the City.

The 2011 pay range is \$49,722 to \$59,932 per year (\$27.32/hr to \$32.93/hr).

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