**CITY OF YELLOWKNIFE**

**JOB DESCRIPTION**

May, 2014

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**POSITION TITLE**: Planning Coordinator **POSITION NO.:** #220-127U

**DEPARTMENT**: Planning & Development **DIVISION:** Planning and Lands

**LOCATION**: City Hall **SUPERVISOR'S TITLE**: Manager, Planning and Lands

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**SUMMARY OF THIS POSITION**

Under the general supervision of the Manager, Planning and Lands, and working with other departmental staff, and interdepartmental staff, the incumbent provides assistance in research and compilation of background information relating to land issues and municipal land administration, in accordance with the Land Administration By-Law, Zoning By-law, or relevant legislation, coordinates accounting for departmental projects, and prepares the quarterly land sale and development costing reports. This includes reviewing and processing applications to lease or purchase municipal lands, drafting and processing agreements pertaining to municipal land transactions, and maintenance and upgrading of the lease/lands sales database. The incumbent assists divisions in the Planning Department on designated projects.

**OUTLINE OF DUTIES**

* Performs in conjunction with the department a planning and coordinating role by:

- Coordinating a records management system for the entire department;

- receiving, reviewing and researching land applications and following up with on-going land issues;

 - preparing committee reports, by-laws, leases, sub-leases, easements, encroachments, options and sales agreements, restrictive covenants and correspondence;

 - providing information to the general public on policies, procedures, and legislative requirements relating to the acquisition and disposal of municipal lands;

 - preparing applications leading up to approval by the appropriate government departments having jurisdiction over the lands;

- maintaining for distribution to the public, copies of relevant by-laws, land transactions, policies, and background information;

 - completing specialized research, preparing background reports and making recommendations on policies and legislation pertaining to the acquisition and disposal of municipal lands;

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* - preparing quarterly land sale and development costing reports for management for submission to Council by tracking land sales and interdepartmental coordination of subdivision expenses;
* - tracking and coordinating accounting of departmental projects in accordance with contracts;
* - preparing and maintaining a catalogue of City-owned, leased and subleased land;
* - maintaining the division’s Vital Document list;

- maintaining and updating the departmental webpage;

 - participating in the implementation of studies, plans and projects as required by the Director and Managers including community engagement processes, newsletters and presentations;

 - coordinating the land inventory for the department including the identification of all City-owned lands available for sale and developing processes and required documentation for their disposition;

 - working with applicants, surveyors, appraisers and other governments to facilitate administration of contract agreements and

 - other related duties as assigned.

**SPECIFICATIONS**

**SKILLS AND KNOWLEDGE**

The position requires a thorough professional knowledge of Municipal and Territorial legislation relating to land administration, land-use planning and development, strong records management and mathematical skills.

**SPECIFIC VOCATIONAL TRAINING**

The incumbent must have a strong comprehension of land transactions and municipal land administration as well as some knowledge of legal terminology. This can normally be obtained by graduation from a recognized technical land administration program or several years of directly related experience.

**RESPONSIBILITY**

**RESOURCES**

Municipal land policies, by-laws and guidelines are available for reference and clearly dictate the proper procedures to be followed. There is little room for interpretation. However, incorrect

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decisions could result in legal challenges, financial loss or embarrassment to the City, developers, and/or individuals so it is essential that the incumbent does appropriate research to avoid incorrect decisions.

**CONTACTS**

Contacts involve the transfer of information to members of the public or individual organizations doing business with the City, including but not limited to citizens, developers, contractors, lawyers, appraisers, surveyor or other levels of government. Confidentiality and discretion are of paramount importance.

**EFFORT**

**MENTAL**

Concentrated mental effort and focus is required when doing research, preparing applications, preparing land fund reports and accounting for projects. Dealing with the public and other departments requires clear and diplomatic communication.

**PHYSICAL**

Minimal physical effort is required in performing duties however proper ergonomic principles need to be adhered to as a prevention measure.

**WORKING CONDITIONS**

**ENVIRONMENT**

The majority of the work is performed in an office environment. The position also requires site visits to construction sites, land investigations and other inspections that may occur on rough terrain and during winter conditions.

**HAZARDS**

Proper ergonomic techniques need to be followed as a preventive measure for office-related work. During site visits, there may be hazards associated with construction sites, rough terrain and/or harsh weather conditions. Proper personal protective equipment (PPE) must be worn to minimize these hazards and safe work practices must be followed at all times while on site visits. There may be interactions with highly sensitive situations that may bring the incumbent into adverse public encounters.

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November, 2013

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I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

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Employee's Signature Date

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Department Head's Authorization Date

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Human Resources' Authorization Date

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City Administrator’s Authorization Date

DM 9629, V6