

Posting # 1785**Title: Development Approvals Co-ordinator****Section:** Planning Administration**Division:** Planning Services**Department:** Growth and Infrastructure**Initial Reporting Location:** Tom Davies Square**Job Status:** Limited Position**Estimated Probable Duration:** Up to Seven (7) Months (may be extended)**Number of Vacancies:** 1**Affiliation:** Inside Unit**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** No**Range of Pay:** Group 7 - \$26.43 to \$30.93 per hour (subject to review)**The start date will follow the selection process.**This position is not eligible to work remotely.

Characteristic Duties: Under the general supervision of the Co-ordinator of Planning Services Administration with day-to-day direction from the Manager of Development Approvals.

1. Act as the LMIS (PRONTO) Administrator for the Development Approvals Section by receiving, processing, and tracking new Planning Act applications to ensure compliance with municipal and provincial timelines.
2. Act as Receptionist for the Section; answer and screen calls, respond to general inquiries, provide information to Councilors and staff, direct public to appropriate staff.
3. Create and maintain a checklist that forecasts all upcoming Planning Committee reports as well as edit, circulate, and ensure that all reports, annotated photographs, and scanned attachments are uploaded onto Escribe on a bi-weekly basis adhering to strict deadlines.
4. Coordinate the processing Planning Act applications with agents, developers, and member of the public through PRONTO and onsite at the One Stop Shop.
5. Monitor by-laws being sent to City Council and ensure the amendments have been made to the City of Greater Sudbury zoning by-law.
6. Monitor subdivision extensions by maintaining a list for draft approved subdivision expiration dates and ensuring the files are addressed in a timely manner.
7. Coordinate the intake, review and circulation of the applications submitted for review to the Sudbury Planning Application Review Team and schedule the meetings with both internal staff, external staff and the public.
8. Serve as Secretary to Development Approvals, which includes, but is not limited to, the following duties:
 - Type confidential and routine correspondence, minutes and reports and ensure they are free of grammatical error.
 - Distribute pertinent information and reports to various Departments, boards and other agencies.
 - Collect and input comments for planning applications from internal and external departments, both transposing them into the Development Approvals database as well as making a file copy.
 - Monitor incoming mail including receiving letters from the public and ensure they are properly redacted for use in the Planning Committee meetings.
 - Ensure that the Planning section of the City's website is up to date with its most current Notice of Complete Applications.
9. Obtain and prepare mailing lists for development applications and ensure that legislative requirements and time frames are met for sending all required notices, including the Notice of Complete Application and Public Hearing to affected property owners, tenants, as well as those bodies prescribed by the Planning Act that require notification of a planning application.
10. Place Notices of Public Hearing in the Sudbury Star and Le Voyageur as per legislative requirements; ensure Notices are translated per CGS's French Language Services Policy.

11. Provide Permit Services Clerks and Committee of Adjustment staff with information regarding progress of applications with reference to amending Zoning By-Laws coming into effect in order that building permit and/or certificate can be issued.
12. Prepare Official Plan Amendment documents.
13. Type instructions for amending Zoning By-Laws, maintain Index for Special Zoning Categories, and arrange for printing of Zoning By-Laws as required.
14. Update development applications database with public hearing results, staff reports, minutes, decisions, and circulated comments.
15. Set up files and maintain index of same for development, including any pertinent data (e.g., date of Planning Committee Hearing, Recommendation Number, Conditions of Approval, if any, By-law Number and date of City Clerk's Certificate).
16. Receive application fees and deposit same in the appropriate accounts including collection of fees both in person and over the phone on behalf of the Nickel District Conservation Authority; reconcile petty cash float.
17. Assemble appropriate background information to be used at meetings.
18. Assist other Employees within the Division, with their duties during periods of overload, vacation or absence, and provide support and back-up for Sudbury Planning Application Review Team (SPART) applications.
19. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
20. Perform other related duties as required.

Qualifications:

- Successful completion of a College Diploma in a related field from a recognized Community College with Canadian accreditation (e.g., Business Administration, Law, Planning or other related program).
- Completion of additional short courses in Planning, Legal or municipal government is considered an asset.
- Over two and one-half (2½) years up to and including five (5) years of related office experience in a similar field.
- Ability to effectively work within the Pronto Platform – both in the front end and the back office.
- Ability to work with computer software and administrative systems in a Windows environment (e.g., file maintenance, word processing, presentation software, computerized spreadsheet application, information input, and retrieval).
- Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$25.64 to \$30.15 per hour (subject to review). The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Friday, February 2, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](https://www.greatersudbury.ca/employment/working-in-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca