

March 28, 2008

**CAREER OPPORTUNITY INTERNAL/EXTERNAL COMPETITION#08-065U**

**PLANNING TECHNICIAN**

**Community Development, Planning Services**

Halifax Regional Municipality is inviting applications for the position of **Planning Technician** in **Community Development**. Under the direction of the Supervisor, Planning Applications, the Planning Technician will work in a team environment providing a variety of mapping, research and other technical functions. The work location is Alderney Gate, Dartmouth.

**DUTIES AND RESPONSIBILITIES**

- Preparation of maps and other information support for all planning applications based in the region (Planning Application Process, Public Hearings, Regional Council meetings, Community Council meetings, Advisory Committee meetings).
- Maps and other information support for projects based in the region (Community, Regional Planning and Environmental Policy).
- Data and statistical inquiries for the region or for areas within the region, including census and development statistics.
- Event support for cases and projects located within the region (open houses, educational forums, seminars, industry trade shows, etc).

**QUALIFICATIONS**

**Education and Experience:**

- A two-year diploma in Planning Technology or related degree from a recognized institution.
- Experience working in a municipal government environment, with at least two years experience in a technical position.

**Job Specific Knowledge:**

- Must have general knowledge of the development industry, land use planning issues and statistical analysis.
- General knowledge of the legislative framework (Municipal Government Act, Environmental Act) under which planning applications/projects are processed.
- General knowledge of the Municipal Planning Strategies and Land Use By-laws within HRM.
- Must have excellent customer service skills.
- Own vehicle an asset.

**Technical Skills:**

- Must be proficient in computer applications, including ArcGIS 9.1 or higher, WordPerfect 12 or higher, Windows XP or higher, GroupWise, Lotus 1-2-3 97, Microsoft PowerPoint or Corel Presentations or equivalent.
- Knowledge of a wide variety of software packages, including but not limited to: ArcGIS (minimum ArcEditor license level), Internet Browsers, 20/20 Browser (Statistics Canada), Adobe (Acrobat, PhotoShop), Contribute, Microsoft Access, Microsoft Office (Word, Excel, PowerPoint).
- Must be proficient in map compilation, graphic design/layout, research, formal writing.
- Must be proficient in data maintenance, including spatial and attribute datasets.

- Must have strong database analysis/development skills, ie., MS Access.
- Statistical analysis with relation to Population, Development, and existing Land Uses.
- Applied basic cartographic design theory.

**\*\*\*Testing will be conducted as a component of the selection process to assess technical and job knowledge)**

**Competencies:**

Achievement Motivation  
 Initiative  
 Analytical Thinking  
 Organization and Planning  
 Communication  
 Teamwork and Cooperation  
 Customer Service  
 Valuing Diversity

**A complete job description is available on the R drive at: HRM Common Directory/Human Resources/job Description/Community Development or by calling Heather MacDonald at 490-4854. External applicants may visit our website at [www.halifax.ca](http://www.halifax.ca) for a complete job description**

*While we thank you for your interest in employment with the Halifax Regional Municipality only those selected for an interview will be contacted.*

**HOURS OF WORK:** 8:30 a.m. to 4:30 p.m., Monday to Friday, with potential overtime for attending evening public meetings in the community

**SALARY:** NSUPE, Level 7 - \$25.87 per hour

Qualified, interested candidates are asked to submit a resume and cover letter quoting the competition and employee number (if applicable) (NSUPE employees with temporary seniority should self-identify) by **4:30 pm on April 8, 2008** to: **Rosalie Knickle, HR Consultant.** You may Mail to: P.O. Box 1749, Halifax, NS, B3J 3A5 or FAX to: 490-5595

**24-Hour Access: Job Information Line -External - 490-4300, Internal 490-4310**

**As an *Employment Equity Employer*, the Halifax Regional Municipality is seeking to increase their representation of qualified members of racially visible persons, women in non traditional positions, persons with disabilities and Aboriginal persons. HRM encourages applicants to self-identify.**

**Qualified HRM retirees may also be considered for competitions if other qualified candidates are not available, and the retiree possesses specialized knowledge and/or a unique skill set not otherwise available. In these circumstances, a form of employment may be offered, including term and/or contract employment.**