

KINGSTON AND ST. ANDREW MUNICIPAL CORPORATION

JOB VACANCY

Applications are invited from suitably qualified persons to fill the post of Planning Officer on a contractual basis.

Summary of Duties:

Under the general supervision of the Director of Planning, the Planning Officer assists in facilitating the sustainable development of the Municipality in accordance with the appropriate statutes, regulation, by-laws and policies such as, Town and Country Planning Act, Building Act, Control of Advertisement Regulation, Local Improvement Act, Developers and Investment Manual etc.

Qualifications and Experience:

- A Bachelor of Science Degree in Urban & Regional Planning / Geography
- Must have sound knowledge of the various development application processes
- Experience in interpreting maps, subdivisions, building plans and other spatial plans.
- At least one (1) year related experience in a similar field

Specific Knowledge and Skills:

- a. Knowledge of planning principles and practices, including pertinent specialties
- b. Knowledge of principles and practices of research and data collection
- c. Knowledge of effective writing techniques
- d. Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- e. Problem-solving skills to gather relevant information to assist in solving practical problems.
- f. Ability to review plans and apply provisions of the Acts, Order and policies to determine compliance with same and make recommendations for approval/refusal.
- g. Ability to work on several projects or issues simultaneously.
- h. Ability to work independently or in a team environment as needed.
- i. Ability to use interactive computer systems to aid applicants in the submission of applications.
- j. Possess in depth knowledge of Microsoft Office Suite.
- k. Experience with Geographic Information Systems (GIS)

Main Duties:

- a. Attending meetings with government agencies and other stakeholders as a representative of the Director of Planning and/or the Council.
- b. Attending committee meetings, forums etc. and when required make representation on planning matters, provide guidance and respond to queries.
- c. Liaising with the public on matters related to proposed development of land or applications that are being processed, provide advice and guidance.
- d. Promoting customer-focused practices and standards; execute duties that facilitate the achievement of service performance targets.
- e. Processing applications for subdivisions, planning and building approval, advertisements and restrictive covenants, including checking validity; undertake consultations, site visits and negotiate on matters relating to development.
- f. Preparing draft reports and make recommendations to the Director of Planning, key stakeholders and other persons on planning and development matters.

- g. Assisting with enforcement of Planning controls and regulations by investigating and preparing breach reports; being the primary witness at court hearings and enforcement matters.
- h. Utilizing the AMANDA to process development applications
- i. Updating of data related to the Local Sustainable Development Plan; collaborate with Ministries, agencies and other stakeholders on matters relating to development plans.
- j. Collaborating with other technical officers and team members (e.g. City Engineer, building and planning officers) on planning and development related matters.
- k. Performing any other duty assigned by the Director of Planning. From time to time in the exigencies of the service

Salary: \$1,593,000 - \$1,890,000 per annum

Motor Vehicle Upkeep Allowance: \$894,924 per annum

(The holder of this position is required to possess of a valid driver's licence and a reliable motor vehicle).

Kindly address applications to:

Chief Executive Officer,
Kingston and St. Andrew Municipal Corporation
24 Church Street
Kingston

Closing date: June 18, 2021

Thank you for applying. However, please note that only short-listed candidates will be contacted.