



JOB DESCRIPTION

Job Title: **Senior Planner**
Direct Supervisor: Director of Planning and Development
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$47.81/Hr (July 1, 2018 Rate)
Date Approved:

Job Description Currently Under Review

Position Summary

Reporting to the Director of Planning and Development, the Senior Planner will review, assess and report on complex policy projects and controversial development applications such as Official Community Plan and Zoning Bylaw amendments, Comprehensive Development Plans and Development Permits. The successful candidate will implement the District's vision in preparing land use bylaws and making recommendations to District Council and Committees while ensuring compliance with applicable legislation.

The Senior Planner is an advanced position intended for Planners looking to gain leadership training. This position requires a sound understanding of planning and community development, and must have the ability to think innovatively, to adjust to the political sensitivities, and have successful mentorship experience.

Nature & Scope of Work

1. Processes complex development applications such as rezoning, Official Community Plan ("OCP") amendments, development permits, development variance permits and Board of Variance approvals.
2. Leads complex policy and regulatory projects such as, but not limited to, the creation of new or updates to existing policies and Bylaws (i.e. Neighborhood plans, OCP, Zoning Bylaw, Amenity Contribution Bylaw, Housing Strategy).
3. Coordinates and reviews work of consultants as required in a project management capacity.
4. Mentors and assists junior planners in the processing of a full range of development applications including but not limited to those noted above.
5. Assists the Manager with improvements and refinement of development procedures and administrative policies.
6. Undertakes and presents research on social, environmental and economic nature and makes recommendations to the Manager in regard to long-range planning initiatives.
7. Prepares and presents reports for consideration by Council and Committee of the Whole.
8. Provides comments on referrals from internal and external agencies, requests for information, and advice on matters such as subdivisions, and other planning related referrals.
9. Assists the public in development inquiries.
10. Represents the Planning Department and the District of Sooke on regional, inter-municipal, inter-agency, inter-government and community committee or boards.
11. May be required to substitute in a more senior position from time to time.
12. Performs other duties as assigned.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Project Management training is considered an asset.
3. Ability to maintain confidentiality of matters as required.
4. Ability to work well under pressure and to a deadline.
5. Working knowledge of Tempest (land management software) is considered an asset.

6. Advanced working knowledge of BC municipal legislation, i.e. *Local Government Act*, *Community Charter* related statutes, laws, regulations and precedents respecting land use and planning, and property development approval process.
7. Superior written and verbal communication skills including public speaking and making presentations.
8. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
9. Advanced experience in various public engagement techniques.
10. Ability to be creative and exercise sound judgement in a fast-paced environment while managing multiple tasks.
11. Excellent organizational skills, the ability to prioritize work and a high attention to detail.
12. Excellent team building skills.
13. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training & Experience Requirements

1. A Bachelor's Degree in urban planning or a related discipline.
2. Minimum of 7 years of work experience in development planning (preferably in local government) or an equivalent combination of education and experience.
3. Full membership in the Canadian Institute of Planners.
4. Valid Class 5 BC Driver's License.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Norm McInnis
Chief Administrative Officer

Date