



JOB DESCRIPTION

Job Title: **Planner II**
 Reports To: Senior Planner
 Pay Grade: TBD

Affiliation: CUPE Local 374
 Hours per Week: 35
 Approval Date: Sept 22, 2021

Position Summary

Reporting to the Senior Planner, the Planner II is responsible for long-range planning, bylaw, and policy development in the department. In addition, the Planner II is responsible for providing strategic advice on the development process, processing complex development applications and proposals, communicating planning issues with other departments and jurisdictions, participating in public and technical committees, and representing the department at Council Meetings as required.

The Planner II is an intermediate planning position that requires a sound understanding of planning theory and community development, sensitivity to the political realm, and the ability to be an innovative thinker on complex land-use issues and policies.

Nature and Scope of Work

1. Supports the planning function of the department including the preparation of long-range plans, policy, and bylaw related documents.
2. Assists public consultation and strategic planning processes.
3. Reviews the processing of full range of development applications including complex rezoning, development permits, Official Community Plan ("OCP") amendments, development variance permits, and Board of Variance applications.
4. Works as part of a team to develop and evaluate District policy and bylaws, undertake and present research of a social, environment and economic nature, and make recommendations to the Director of Planning and Development and Council in regard to long-range planning initiatives.
5. Coordinates research and provides advice on the development and implementation of bylaws and policy.
6. In consultation with the Director, negotiates with development interests and other agencies, such as amenity contributions, affordable housing.
7. Prepares reports for consideration by the Committee of the Whole and Council and may present if required.
8. Provides comments on referrals from internal and external agencies and requests for information and advice such as subdivisions, Land and Water BC, Agricultural Land Commission.
9. Assists the public with applications, community planning concerns and planning advice.
10. Coordinates inter-departmental communication on planning related issues.
11. Performs other related duties as required.

Knowledge, Skills, and Abilities 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. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.

6. Ability to exercise independent judgement and initiative and demonstrate sensitivity to political issues and impacts.
7. Ability to lead by example and sometimes deal with difficult and politically sensitive situations on behalf of the department.
8. Strong conflict resolution and mediation skills.
9. Thorough familiarity and proficiency with Microsoft Office Online, GIS application, records management application, and land management application, and the ability to learn other software systems as required.
10. Working knowledge of adopted District document management practices.
11. Working knowledge of the operations and functions of other District departments.
12. Working knowledge of related municipal legislation, including *Local Government Act (“LGA”)*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act (“FOIPPA”)*, related statutes, laws, regulations, and precedents respecting land use and planning, the environment and climate change, and property development approval processes.
13. Working knowledge of developing and evaluating complex land use plans, policies, and bylaws.
14. Working knowledge project management including plan, policy, and public process development.
15. Working knowledge in fundamental planning principles, including planning theory, site planning, subdivision design, policy, and bylaw development.
16. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
17. Strong interpersonal skills, written and verbal communication skills, and time management skills.
18. Excellent organizational skills, public speaking skills, and preparing and presenting presentations skills.
19. Excellent team building skills.

Training and Experience Requirements

1. A Bachelor’s Degree in Planning, or equivalent, or a combination of experience and education.
2. Must be able to maintain membership of the Canadian Institute of Planners (“CIP”).
3. A minimum of five (5) years of diverse and progressively responsible experience in a planning environment.
4. A valid Class 5 BC Driver’s Licence and a current Drivers Abstract.
5. A satisfactory Criminal Record Check.

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:

 Matthew Pawlow
 Director of Planning and Development

 Date

 Norm McInnis
 Chief Administrative Officer

 Date