



## JOB DESCRIPTION

Job Title:	<b>Planner I</b>	Affiliation:	CUPE – Grid 4
Supervisor:	Manager of Community Planning	Hours:	35 hours per week
Status:	Full Time Permanent	Salary Range:	\$42.60
Position #:	4012	Competition #:	2024-019

### Position Summary

Reporting to the Manager of Planning, the Planner I is responsible for handling a full range of professional planning duties which primarily includes the processing of development applications and providing assistance in the preparation of long-range planning documents.

The Planner I is responsible for providing information to public applicants and senior employees during the development process, providing a planning review of building permits, communicating planning issues and recommendations to other departments, providing bylaw and Official Community Plan (OCP) information to the public, and presenting reports to Council when required.

### Nature and Scope of Work

- Processes a full range of development applications such as rezoning, development permits, minor OCP amendments, development variance permits, building permit, business license planning review, and Board of Variance applications and sign permits.
- Verifies and determines accuracy of application information against District of Sooke Zoning Bylaw, Building regulation, relevant provincial legislation, municipal records, searches files for existence of encumbrances such as easements, restrictive covenants, rights of way, heritage, or archaeological restrictions.
- Assists in preparing for community planning events such as open houses and Municipal Hall meetings.
- Conducts site visits to development sites.
- Provides comments on referrals from internal and external agencies and requests for information such as subdivisions, Land and Water BC, Agricultural Land Commission.
- Assists the public with applications, community planning concerns and planning, building, and subdivision related inquiries.
- Prepares reports for consideration by the Committee of the Whole, Council and other related planning committees.
- Assists and researches on the development and implementation of bylaws and policy.
- Works as part of a team on developing and reviewing policies, bylaws, and public materials.
- Coordinates inter-departmental communication on planning related issues.
- Performs other related duties as required.

### Knowledge, Skills, and Abilities Requirements

- Ability to work independently, build strong relationships with municipal officials and colleagues, and provide excellent ongoing public service with a commitment to maintaining confidentiality.
- Ability to effectively plan, organize, set priorities, work well under pressure and to deadlines, read and interpret information, present numerical data resourcefully, and skillfully gather and analyze information.

- Ability to exercise independent judgment and initiative, demonstrate sensitivity to political issues and impacts, lead by example, handle difficult and politically sensitive situations on behalf of the department, and possess strong conflict resolution and mediation skills.
- 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.
- Working knowledge of District document management practices, operations of other District departments, and relevant municipal legislation including the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, and laws pertaining to land use, planning, environment, climate change, and property development approvals.
- Working knowledge of developing and evaluating complex land use plans, policies, and bylaws, project management, and fundamental planning principles including theory, site planning, subdivision design, and policy development.
- Ability to adapt and learn in a changing local government environment, with strong interpersonal, communication, time management, organizational, public speaking, presentation, and team-building skills.
- Demonstrates strong understanding of the causes and impacts of climate change and the interrelationship between community planning and climate action.

### Training and Experience Requirements

- A bachelor's degree in planning, or equivalent education.
- A minimum of two (2) years of progressively responsible experience in planning environment.
- An equivalent combination of experience and education will be considered.
- Must be able to obtain and maintain membership of the Canadian Institute of Planners (CIP).
- A valid Class 5 BC Driver's License and a current Drivers Abstract.
- A satisfactory Police Information Check.

### Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.