

*District of Sooke*  
*"Where the Rainforest Meets the Sea"*



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## Planner I

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A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

*Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.*

The District of Sooke has a permanent employment opportunity for a Planner I. 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 assistance and 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.

To be considered for this role, applicants should have the following qualifications:

- 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.

This is a CUPE Local 374 position. The 2024 rate for the Planner I is \$42.60/hour, plus an excellent benefit package. A hybrid and flexible schedule are available. To view the full job description and to apply online, please visit the career page of our website at

[www.sooke.ca/employment](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 4:00 p.m. on Friday, August 9, 2024.**

*The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.*