



## Job Description

<b>Title:</b>	<b>Planner</b>
<b>Department:</b>	Planning and Development
<b>Date:</b>	October 29, 2018
<b>Supervisor:</b>	Director of Planning and Development Services

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### **General Description of work**

The Planner is responsible for research, report writing, review of technical information, review of land use plans and other general professional planning duties. The incumbent reports to the Director of Planning and Development Services, and acts as an advisor and consultant on general planning policies, objectives and requirements as well as land use proposals. The Planner prepares professional reports and working papers related to official community plans, zoning bylaws and planning strategies, and will also carry out special policy-related projects from time to time.

### **Major Duties**

- Interprets and applies applicable land use regulations and policies.
- Initiates actions necessary to correct deficiencies or violations of regulations.
- Assists with updates and maintenance of official community plans and zoning bylaws.
- Conducts review of various development applications including development permits, temporary use permits, variance requests, zoning bylaw amendments and official community plan amendments.
- Conducts extensive research in specific or general project areas.
- Writes and presents formal and technical reports, working papers, and correspondence.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Evaluates adequacy of community facilities in meeting current and projected needs.
- Writes, or assists in writing, a variety of zoning amendments and regulations.
- Attends and presents at public meetings, committee meetings and Regional Board meetings.

### **Minimum Qualifications**

- Well-developed knowledge of planning principles and practices.
- In-depth knowledge of one or more planning specialization, such as economic development, transportation planning, or environmental planning.
- Knowledge of principles, methodology, practices of research and data collection.
- Strong report writing skills.
- Strong project management skills.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.
- Oral communication and interpersonal skills to present research findings to various boards and committees.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Ability to review plans and determine compliance with land use regulations.
- Group facilitation skills and conflict resolution skills.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.

### **Education/Experience**

University graduate in an appropriate discipline, plus a post-graduate degree (Master's) in community and regional planning, and considerable related professional planning experience; or an equivalent combination of training and experience.

Four to eight years related experience.

### **Required Licenses, Certificates and Registration**

Membership or eligibility for membership in the Planning Institute of BC and/or Canadian Institute of Planners or equivalent membership or certification.

BC Driver's License