

Job Information

Job title	Planner	Job Code: PLANR	Pay Grade: T
Title of immediate supervisor	Senior Planner		
Department/Division	Planning		
Prepared by	N. Pallan		
Date Created	Mar 17, 2015	Revised date	
Dept Head Signature	Originally signed by Sharon Hvozdanski	Date	April 28, 2015

Job Purpose

Performs professional planning work in the areas of current or community planning within the Planning Department.

Duties and Responsibilities

- Responds to public needs, enquiries and complaints through written correspondence, phone conversations and in-person meetings.
- Researches, analyses and produces studies, reports and recommendations related to a variety of policy issues and development applications.
- Prepares and presents material for presentation before various groups and facilitates meetings and workshops.
- Administers the review and processing of applications for rezoning, development permits, subdivision, environmental development permits, development variance permits and building plans for development plan approval.
- Ensures compliance with zoning and other approved permits and associated legal documents such as housing agreements, heritage revitalization agreements and covenants.
- Prepares and maintains comprehensive community and local area plans through community and stakeholder consultation
- Works collaboratively and liaises with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers and the community to achieve planning and departmental objectives.
- Manages projects from initiation to completion, developing associated work plans and community engagement processes, and adhering to timelines and budgets.
- Discusses and negotiates with developers and community stakeholders to achieve community goals and objectives
- Interprets, responds to enquires, and provides advice on Zoning Bylaw legislation and policy interpretation for other departments and the public.
- Discusses proposed developments with developers and the public and answers general enquiries.
- Represents the Planning Department at Advisory Design Panel, advisory committees, community planning meetings and events, and other meetings as directed.
- Coordinates and delivers the presentation of information before various groups and facilitates meetings and workshops.
- Oversees program budgets and reviews and approves work of consultants.
- Collaborates with and assists municipal Bylaw Enforcement Officers and provincial and federal agencies to monitor compliance with municipal bylaws and other regulations.
- Supervises others as required.
- Performs other related duties as required.

Qualifications

- Master's Degree in Planning. Related Master's Degree may be considered with appropriate experience.
- Five years of experience in the field of public planning, preferably municipal planning.
- Membership in the Canadian Institute of Planners.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.