



## **JOB DESCRIPTION**

**TITLE:** PLANNER

**DIVISION:** Development Services

**LEVEL:** 14

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Jan 2015**

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### **JOB SUMMARY**

Under the general direction of the Manager, the incumbent is responsible for undertaking professional planning assignments, administering the Official Community Plan, Zoning Bylaw, OCP amendments, rezonings, and Development Permit processes, and providing staff support to Councils' Advisory Committees.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Provides functional direction, training and guidance to technical staff. Plans, schedules and monitors work and performance. Provides orientation to new or temporary staff.
2. Carries out planning assignments involving the application of specialized knowledge in the analysis of Planning policy and legislation, Zoning, Official Community Plan, and other land use bylaws, special projects, and other matters relating to planning programs and projects.
3. Researches, assembles and interprets historical, economic, physical, social, legal, statistical, and other data for departmental studies and projects.
4. Determines the scope and research methodology to be utilized for in-depth planning studies, and prepares comprehensive reports, Planning regulations, and policies.
5. Prepares research material for presentation to Council, appointed committees, and others.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

6. Designs, implements, and facilitates public involvement programs. Undertakes meetings and workshops designed to solicit involvement in defining planning issues in setting land use, economic, social, and environmental objectives.
7. Conducts detailed analysis of Planning policies and regulations, land use, and planning applications (OCP amendment, rezoning, development permit, development variance permit, and design reviews).
8. Liaises with developers, architects, land owners, and public community groups by providing advice and assistance relating to land use and zoning, social, design, environmental, and transportation matters, including policy development and planning issues.
9. Evaluates planning applications to ensure compliance with the applicable City bylaws.
10. Evaluates planning trends to ensure compatibility with current municipal planning goals and objectives.
11. Acts as the representative of the department at public meetings, committee and commission meetings, prepares reports and agendas, and attends meetings of the various department committees.
12. Conducts Public Hearings in the absence of the Manager.
13. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of community planning principles, practices, techniques, and methods as they relate to the work performed, current trends and developments.

Knowledge and experience in facilitating public meetings and workshops.

Ability to delegate work to staff performing clerical and technical planning work, and to perform all duties with minimal supervision.

Excellent verbal and written communication skills.

Ability to work varied hours as necessary to meet the requirements for attending Committee and Council meetings. Proven project organizational skills are required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to communicate with tact and diplomacy when handling contacts of a difficult, specialized, or sensitive nature for purposes such as influencing, persuading, or securing the cooperation of others.

Ability to use conflict resolution skills.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

University degree in urban planning, geography, or related field.

A minimum of 3 years' related experience.

Eligibility for membership in the Planning Institute of BC.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.