



**The Corporation of the District of Summerland  
Climate Action – Coordinator  
(Two-Year term – Temporary position)**

Reporting to the Manager of Development Services, you will be mainly responsible for the establishment and implementation of Climate Protection strategies and measures in accordance with federal, provincial and municipal legislation as well as provide support in general planning and development issues.

This position requires a sound knowledge of municipal, provincial and federal laws and regulations related to greenhouse gas issues and a sound knowledge of planning principles, practices and techniques.

You must possess an undergraduate degree in Planning, Geography or Environmental Studies or other related fields and be eligible for membership to the Canadian Institute of Planning and a minimum of five years experience in a municipal planning environment.

This is a full time C.U.P.E. Union position. The salary range is \$2,125.14 to 2,468.75 by-weekly.

Please submit your application by Tuesday October 27 2009 to: Human Resources Officer, District of Summerland, P.O. Box 159 Summerland, BC, Fax (250) 494-1415, Email: [HR@summerland.ca](mailto:HR@summerland.ca)

To view a complete job description and for more information on our community, consult our website at [www.summerland.ca](http://www.summerland.ca). The District thanks all applicants for their interest; however only those selected for an interview will be contacted. Check our website for updates on the hiring process.

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND  
JOB DESCRIPTION**

**Climate Action - Coordinator**

(2-Year Term - Temporary Position)

**Effective: October 15 2009**

**Pay Grade 15 Inside**

**NATURE AND SCOPE OF WORK**

Under the direction of the Manager of Development Services, the incumbent will be mainly responsible for the establishment and implementation of Climate Protection strategies and measures in accordance with federal, provincial and municipal legislation as well as provide support in general planning and development issues.

**DUTIES**

1. Carries out the necessary research and recommend initiatives to bring the District of Summerland into compliance with Bill 27 – Green Communities legislation.
2. Coordinates the identification of targets for the reduction of greenhouse gas emissions and policies and actions proposed to achieve those targets.
3. Drafts OCP amendments including targets for the reduction of greenhouse gas emissions, and policies and actions proposed with respect to achieving those targets
4. Drafts a Regional Context Statement for inclusion into Official Community Plan that complies with the requirements of the Local Government Act.
5. Responds to enquiries from the public, the development community and staff pertaining to greenhouse gas reduction commitments various department regulations, policies and bylaws.
6. Drafts Policies as they relate to climate protection measures.
7. Communicates with applicants, their agents, external agencies and provides liaison between the Development Services and other departments on assigned projects and applications.
8. Designs and conducts public facilitation activities and represents the Development Services Department at public meetings.
9. Stays abreast of legislation and current planning practices relating to reducing of greenhouse gas effects.
10. Acts as resource to the Development Services Staff in carrying out their duties

11. Performs other related duties as required.

### **REQUIRED SKILLS AND KNOWLEDGE**

1. Ability to communicate effectively both verbally and in writing.
2. Ability to understand and effectively carry out verbal and written instructions.
3. Excellent organizational skills and ability to work independently.
4. Ability to exercise good judgment in the performance of duties.
5. Ability to establish and maintain effective working relationships with elected officials, the development community and the public.
6. Ability to prioritize and perform duties under statutory deadlines.
7. Ability to interpret and evaluate development plans, architectural drawings and specifications.
8. Excellent knowledge of computer software such as word processing, presentation software, spreadsheet and geographical information system.
9. Sound knowledge of planning principles, practices and techniques.
10. Strong knowledge of the Local Government Act and the Community Charter and other legislations as they relate to greenhouse gas issues.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Completion of an undergraduate degree in Planning, Geography or Environmental Studies or other related fields and be eligible for membership to the Canadian Institute of Planning.

A minimum of five years experience in a municipal planning environment

Possession of a valid B.C. Class 5 Driver's License.

### **HOURS OF WORK**

In accordance with CUPE Collective Agreement.