



JOB DESCRIPTION

Title	Planner	Pay Grade	16 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	November 2019

Nature and Scope of Work

The Planner provides a wide range of professional planning functions and advice to internal and external clients that requires a sound understanding of federal, provincial and municipal legislation, and provides support to Committees of Council.

Duties

1. Responds to enquiries from the public, the development community and staff pertaining to various department regulations, policies and bylaws.
2. Conducts technical reviews and prepares reports for Council on development applications as assigned to ensure compliance with applicable development policies and bylaws.
3. Processes land development applications from application through to final approval.
4. Ensures that statutory notification and other requirements are completed for development applications.
5. Communicates with applicants, their agents, external agencies and provides liaison between the Development Services department and other departments on assigned projects and development applications.
6. Stays abreast of legislation and current planning practices relating to scope of duties to ensure compliance with federal, provincial legislation and municipal bylaws and to ensure consistency with good planning practices.
7. Performs research and data collection as required.
8. Attends Committee and Council meetings as required. Liaise with external committees as necessary.
9. Conducts on-site evaluations as part of the application review process, compliance to municipal bylaws, or the investigation of complaints.
10. Acts as a resource to the Development Services staff in carrying out their duties.
11. Performs other related duties as required.

Required Skills and Knowledge

1. Excellent organizational, written and verbal communication skills and the ability to write comprehensive reports.
2. Able to interact and communicate effectively with public groups, facilitate discussion, and identify issues.
3. Ability to establish and maintain effective working relationships with elected officials, the development community and the public, with a strong focus on customer service.
4. The ability to undertake research and data collection and apply strong analytical and critical thinking skills.
5. Exercises good judgment in the performance of duties and is a positive influence in a team environment.
6. Capable of effectively working on a number of concurrent tasks; able to prioritize and meet deadline pressures.
7. Capable of interpreting and evaluating development plans and bylaws, architectural drawings and specifications.
8. Ability to handle confidential and sensitive matters with discretion and integrity.
9. Fully conversant with Microsoft Office software package and GIS software.

Required Qualifications

1. Completion of a university degree in Planning, Geography or related field.
2. A minimum of 3 years of planning experience in a municipal planning environment.
3. Membership in the Canadian Institute of Planners (or eligibility for membership).
4. Sound working knowledge and understanding of common law principles and legislative conventions applicable to land use planning.
5. Strong working knowledge and understanding of the *Local Government Act*, *Land Title Act*, *Community Charter* and other relevant federal and provincial policies and legislation as they relate to local government.
6. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE, Local 1136, Collective Agreement.
2. Hours of work in accordance with the CUPE Collective Agreement.
3. Overtime as required.