



Title: Senior Planner

Department: Development Services

Reports To: Manager of Planning Services

Date: July 25, 2018

Summary

To manage and lead long-range planning projects; review and the rewrite of Official Community Plans; and develop and implement special planning projects.

Essential Job Functions

- Manage and lead long-range planning projects.
- Periodic review and update of Official Community Plans.
- Develop new neighbourhood plans that align with Regional District policies, regulations and external agency requirements.
- Provide advice and interpretations related to planning policy and objectives in community plans.
- Team leader in public and stakeholder engagement for planning projects.
- Lead and facilitate group discussions at workshops, open houses and public meetings for planning projects.
- Draft terms of reference, review and recommend consultants and monitor the provision of contract services.
- Coordinate, assign and review the work of consultants as required in a project manager capacity.
- Liaise with other levels of government, external agencies and other Regional District departments/divisions on planning and land use matters.
- Develop and conduct research projects on planning issues.
- Coordinate and conduct public surveys for community plans.
- Prepare recommendations on policy matters to committees and Regional Board.
- Draft and prepare amendments to planning documents.
- Compile relevant information and make presentations to the Board on Planning issues and topics.
- Review and evaluate land use development applications and permits.
- Prepare Planning Department report for land use applications.
- Involve in various department tasks during staff absence.
- Create graphics and maps for planning documents and reports.
- Review and provide feedback to Planning comments for development project proposals.
- Respond to enquiries from other departments and the public by providing information and advice on policy initiatives, projects, local area and Official Community Plans.

Minimum Qualifications/Requirements

- Bachelor's degree in Planning, or closely related field (*Master's Degree would be preferred*).
- Experience working within a local government setting.
- Strong written and verbal communication skills are required.



Knowledge, Skills and Abilities Required

- Experience in developing long-range and special planning projects.
- Ability to effectively communicate both orally and in writing with the public, elected officials, and stakeholders.
- A dynamic and energetic leader to carry-out and facilitate group discussions at workshops, open houses and public meetings.
- Effective public engagement methods and public speaking skills are essential.
- Proficiency in graphic presentation and map making skills are necessary.

Supervisory Responsibility

- Provide training to technical personnel in planning.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Travel required.
- Ability to attend and conduct presentations.
- Must maintain a valid BC Drivers License.

Financial Resources

- Assist in drafting annual planning division budget and direct budget expenditures.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.