

With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

DEVELOPMENT PLANNER **(Planner I or II)**

The City of Campbell River is seeking a full-time **Planner I or II**.

Due to a promotional opportunity for a current staff member, we have a vacancy for a full-time Planner to work in our Development Services Department.

As part of an integrated team, you will be working in a fast-paced and customer service oriented environment. Reporting to the Development Services Supervisor, you will be involved in the analysis and processing of development applications, the preparation of various types of development planning reports and studies, public presentations and the provision of technical advice to customers inside and outside the organization.

To complement your undergraduate degree in Community Planning or a related field, you also hold the following qualifications for either of these classifications:

Planner II - \$38.96 per hour

- Certified member (RPP) with the Planning Institute of BC (PIBC).
- Minimum of four (4) years of land use planning experience within the last seven (7) years, preferably in a municipal setting.

Planner I - \$32.57 per hour

- Eligible for candidate member with PIBC
- Minimum of one (1) year experience in land using planning. Experience working provincial statutes and regulations, related documents, and general municipal planning bylaws.

Preference will be given to candidates who meet the qualifications for Planner II.

These CUPE bargaining unit positions work a 35 hour work week. We offer professional development opportunities and a comprehensive benefits package.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position. Include verification of your education and certifications with your application.

This posting closes at 4:30 pm on Friday, April 13, 2018

Please send your resume with covering letter, quoting **Competition EXT-18-28** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.



Job Description

PLANNER II (Development Planner)

Approval Date: January 2018 **Department:** Community Planning and Development Services

IAFF CUPE Management

Title of Excluded Supervisor: Development Services Supervisor

General Accountability:

Purpose and Scope

Reporting to the Development Services Supervisor, the Planner II performs a wide range of professional planning duties.

The position involves specialized knowledge and the application of social, economic, physical and environmental information to studies and reports connected with the land use and development management in the City. The work involves the analysis and processing of development applications, policy analysis and development, the preparation of various types of community planning reports and studies, public presentations and the provision of technical advice to customers inside and outside the organization.

The incumbent exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, implement sound administrative and professional practices, and deliver quality customer service.

Nature and Scope of Work

- Acts as file manager for development applications, including application processing, review and analysis;
- Conducts studies on a wide variety of current residential, commercial and industrial development trends, opportunities and initiatives;
- Consults with applicants, owners and architects and liaises with other departments, citizens' groups and standing committees;
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees;
- Drafts bylaws, amendments and consolidations to address the changing needs of the City, interprets the bylaws applicable to applicants and the public, and answers a variety of related inquiries;
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies and the general public in a manner that is tactful, clear, concise and professional;
- Prepares graphic and other material for presentation at meetings such as public hearings and public information meetings;
- Reviews, revises and develops departmental policies as required;
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry on to the municipal computer system, and responds to internal and external inquiries;
- Reviews legal instruments and co-ordinates necessary approvals and registrations;
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise, and receive public input;
- Performs planning review, research and follow-up of special projects and functions as a project manager;
- As required, attends and/ or presents development applications to Council and/or various committee

meetings;

- Provides direction to technical and clerical support staff as required;
- Performs other related duties as required.

Necessary Qualifications

Knowledge:

- Considerable knowledge of the principles, practices and objectives of community planning, urban design and social planning.
- Considerable knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Knowledge of economics and standard statistical techniques and research methods as applied to community planning at the municipal and regional level.
- Considerable knowledge of trends and developments in community planning and urban design.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of WSBC regulations, safe work practices, and emergency management principles.

Skills:

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision making skills.
- Proficient in relevant computer applications and software.
- Excellent attention to detail.
- Effective conflict resolution skills.
- Excellent organizational and time management skills.

Abilities:

- Demonstrated ability to communicate complex information to customers who may not be familiar with the topic.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to assess the impact of development upon the City, relate development to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.
- Ability to establish priorities and schedule workload to meet deadlines.
- Ability to work well with minimal supervision in a team environment.
- Ability to facilitate public meetings and make presentations to Council.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Undergraduate Degree from a recognized institution in Community Planning, or in a discipline related to Planning.

Training/Certification:

- Certified member (RPP) with the Planning Institute of British Columbia (PIBC) or equivalent affiliate.
- Must possess and maintain a valid Class 5 BC driver's license, and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Minimum of four (4) years of land use planning experience within the last seven (7) years, preferably in a municipal setting.



Job Description

PLANNER I

Approval Date: January 2018	Department: Community Planning and Development Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Excluded Supervisor: Development Services Supervisor		

General Accountability:

Purpose and Scope

Reporting to the Development Services Supervisor and working with the Planner II and Senior Planner, the Planner I performs analysis and coordination of minor to moderately complex development proposals and interpretation of applicable land use legislation, bylaws, policies and procedures.

The Planner I focuses on current planning functions and accordingly performs a variety of complex tasks related to land use, site design, environmental and development issues. The Planner I provides advice, assistance and technical information pertaining to applicable land use regulations, reviews, prepares and processes minor to moderately complex development applications, prepares related reports and recommendations for supervisor and manager, and performs necessary record keeping and data entry duties.

While independence of judgment is expected, unusual, complex or sensitive situations are reviewed with the supervisor to determine the appropriate action.

Nature and Scope of Work

- Processes, reviews, and analyzes minor to moderately complex development applications;
- Undertakes research and assists in the preparation of studies on a wide variety of current residential, commercial and industrial development trends, opportunities and initiatives.
- Meets applicants, owners and architects and liaises with other departments, in regards to assigned development files;
- Prepares comprehensive planning reports for a variety of development applicators, recommendations and policy proposals for submission to supervisor and manager;
- Assists in drafting bylaws, amendments and consolidations to address the changing needs of the City, interprets the bylaws applicable to applicants and the public, and answers a variety of related inquiries;
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies and the general public in a manner that is tactful, clear, concise and professional.
- Prepares graphic and other material for presentation at meetings such as public hearings and public information meetings.
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry on to the municipal computer system, and responds to internal and external inquiries.
- Reviews legal instruments and co-ordinates necessary approvals and registrations.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise, and receive public input;
- Performs planning review, research and follow-up of special projects and functions as a project manager;

- As required, attends and/ or presents development applications to Council and/or various committee meetings;
- Performs other related duties as required.

Necessary Qualifications

Knowledge:

- Functional knowledge of the principles, practices and objectives of community planning and urban design.
- Functional knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Functional knowledge of trends and developments in community planning and urban design.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of WSBC regulations, safe work practices and emergency management principles.

Skills:

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision making skills.
- Proficient in relevant computer applications and software.
- Excellent attention to detail with high quality work standards.
- Strong customer service skills.
- Excellent organizational and time management skills.

Abilities:

- Demonstrated ability to communicate complex information to customers who may not be familiar with the topic.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to generally assess the impact of development upon the City, relate development to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.
- Ability to establish priorities and schedule workload to meet deadlines.
- Ability to work well with minimal supervision in a team environment.
- Ability to conduct accurate and independent research in support of planning issues.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Undergraduate degree from a recognized institution in Land Use, Urban Design, Community Planning, or a related field.

Training/Certification:

- Eligible for candidate membership with PIBC.
- Must possess and maintain a valid Class 5 BC driver's license, and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Experience working with provincial statutes and regulations, related documents, and general municipal planning bylaws.

Unusual Working Conditions

- May be required to attend evening and weekend meetings.

Preferred Criteria:

- Eligible for RPP status with PIBC.
- One to two years of land use planning experience.

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____