

PLANNER I

Long Range Planning and Sustainability

Come Work and Play in Campbell River Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled.

Opportunity: The City of Campbell River has an opportunity for an emerging Planning professional looking to expand their knowledge and experience in this Planner I role, and to be part of a team of professionals working in our Long Range Planning and Sustainability department.

The Role: Reporting to the Long Range Planning Manager, you will perform a wide range of planning duties of minor to moderate complexity, in the delivery of long range planning projects, plans, programs and initiatives. The Planner I conducts research, and analysis, and participates in the development of long range plans and policies, public presentations, and provides technical advice to internal and external stakeholders.

Our ideal candidate will have:

- Undergraduate degree in Community or Regional Planning, Urban Design, or a related field.
- Eligible for candidate membership with the Planning Institute of British Columbia (PIBC) or Canadian Institute of Planners (CIP).
- Minimum of one (1) year related experience in land use planning, community or regional planning or urban design or experience working with provincial statutes and regulations, related documents, and general municipal bylaws, within the last five (5) years.

The current rate of pay for this CUPE bargaining unit position is **\$36.50 per hour** based on a 35-hour work week and includes a comprehensive benefits package. This position is eligible for flexible work arrangements which may include one of the following: compressed work week, earned day off or varied hours.

For information on this exciting opportunity, please see the attached job description which lists all the duties and necessary qualifications for this position.

Please note: We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

This posting closes on Sunday, August 25, 2024.

Please send your resume with covering letter, quoting **Competition EXT-24-071** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

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

PLANNER I (Long Range Planning & Sustainability)

Approval Date: June 2024**Department:** Long Range Planning & Sustainability IAFF CUPE Management**Title of Excluded Supervisor:** Long Range Planning Manager

General Accountability:

Purpose and Scope

Reporting to the Long Range Planning Manager, the Planner I performs a wide range of planning duties of minor to moderate complexity, in the delivery of long range planning projects, plans, programs and initiatives.

The Planner I conducts research, analysis, and participates in the development of long range plans and policies, public presentations, and provides technical advice to internal and external stakeholders. While independence of judgment is expected in planning and carrying out assignments, unusual, complex, or sensitive situations are reviewed with the manager to determine the appropriate action. The position involves the application of specialized knowledge to planning studies, reports, and policy development as it relates to land use and long-term growth and development of the city.

Nature and Scope of Work

- Under the direction of the Long Range Planning Manager, acts as a project manager for long range planning and sustainability projects of minor to moderate complexity and performs planning, review, research, and follow-up of special projects as required.
- Undertakes research and conducts studies on a wide variety of land use, urban growth, environmental sustainability and community livability trends, opportunities, and initiatives.
- Liaises with community stakeholders, other departments, citizens' groups, and standing committees, as required.
- Prepares planning reports, recommendations, and policy proposals for submission to senior planning staff and/or manager.
- Assists with drafting bylaws, amendments and consolidations to address the changing needs of the City.
- 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.
- Assists with the review, revision and development of long range plans and policies as required.
- Prepares and maintains records, statistics, reports, and correspondence, including word processing and data entry into the municipal database, and responds to internal and external inquiries.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise and receive public input.
- As required, attends and/ or presents reports 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/development planning and urban design.
- Functional knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Functional knowledge of trends and developments in community/development 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.
- Effective conflict resolution skills.
- Strong customer service skills.
- Excellent organizational and time management skills.
- Effective project 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 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 community or regional planning, urban design, or a related discipline.

Training/Certification:

- Eligible for candidate membership with the Planning Institute of British Columbia (PIBC) or Canadian Institute of Planners (CIP).
- Must possess and maintain a valid driver's license, and produce and maintain a clean personal driving record, as per City policy.

Experience:

- Minimum of one (1) year related experience in land use planning, community or regional planning or urban design or experience working with provincial statutes and regulations, related documents, and general municipal bylaws, within the last five (5) years.

Unusual Working Conditions

- May be required to attend evening and weekend meetings.