



JOB DESCRIPTION

Title	Senior Planner	Pay Grade	18 Inside
Department	Development Services	Location	Municipal Hall
Supervisor	Director of Development Services	Reviewed	December, 2022

Nature and Scope of Work

The Senior Planner will be responsible for a wide range of professional planning functions, provides advice to internal and external clients that requires a sound understanding of federal, provincial and municipal legislation, and provides support and advice to select Committees of Council. The Senior Planner will also lead, develop, and manage a number of strategic land use planning projects for the District and as directed by District Council and management.

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. Coordinates current and long-range planning projects including project research, organization, facilitation, conducting public consultation and engagement opportunities, attending Committee meetings, public hearings and other Planner-related duties to ensure successful planning project completion.
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 best practices in planning 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. Acts as the staff liaison for 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 and mentor to other 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 bachelor's degree in Planning, Geography or related field. A Master's Degree is preferred.
2. A minimum of seven years of planning experience in a municipal planning environment and/or private planning practice.
3. Membership in the Canadian Institute of Planners.
4. Strong working knowledge of theoretical land use planning principles, local land use planning policies, and possesses the ability to make land use decisions and recommendations.
5. Strong working knowledge and understanding of the *Local Government Act*, *Land Title Act*, *Community Charter*, *Agricultural Land Commission Act* 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. Ability to work outside regular business hours for Council and Committee meetings, Public Hearings, etc. as required.