# JOB DESCRIPTION

## Senior Planner

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| **Position Title:** | Senior Planner |
| **Department:** | Planning and Development Services |
| **Supervisor:** | Director of Planning and Development Services |

## POSITION FUNCTION

Provides professional planning and development services to internal and external clients.

## KEY DUTIES

- Responsible for special interdepartmental and integrated sustainability planning projects, environmental conservation and community development initiatives, development bylaws, development applications, public engagement processes, and bylaw enforcement.
- Write and present reports to Council with recommendations, make presentations to other government agencies and community stakeholder groups, provide professional planning and development advice to municipal managers and staff, and attend other meetings as required.
- Provide quality customer services on development application procedures, regulatory requirements and bylaw enforcement, including courteously and expeditiously responding to front counter, telephone and email inquiries.
- Undertake a leadership role with special interdepartmental projects such as boundary expansions, community economic developments, and parks and trails improvements, including research, inter- departmental and inter-agency coordination, and managing consultant services.
- Complete integrated sustainability planning projects relating to maintaining and modernizing our Official Community Plan (OCP), and OCP area and sector secondary plans.
- Undertake a leadership role with community development initiatives including organizing and managing meaningful public engagement processes across all departmental operations, and other initiatives such assisting downtown and other revitalization efforts, and designing and managing directional and wayfinding signage programs.
- Complete environmental conservation initiatives such as refining our foreshore and water zoning policies and environmentally sensitive development area policies, implementing Town lake stewardship incentives, and coordinating climate action opportunities including incentive programs.
- Manage development applications for smaller land use zoning amendments, building and site design development permits, environmentally sensitive and riparian development permits, water zoning amendments, and sign permits; manage applicable fees and charges on all development applications including inspecting completed works; act as Subdivision Approving Officer for smaller subdivisions; and coordinate right-of-way requests with other departments.
- Complete business-friendly initiatives for assisting development applicants such as developing and maintaining contemporary subdivision and business licensing bylaws, developing information brochures and websites, and instituting a “one-stop” intergovernmental business registration service.
- Act as bylaw enforcement officer for our zoning bylaw, foreshore and lake bylaw, and sign bylaw, including mediating possible solutions and where necessary ticketing fines and following-up.

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- Act as project manager on advisory service contracts including issuing and evaluating RFP's, budgeting and cost control, client and consultant coordination, and quality control of deliverables.
- Perform other related duties as required.

### INDEPENDENCE

- Work is generated by applications, departmental programs, system requirements, requests for services, and Council and management decisions.
- Work is reviewed through meetings with supervisor.
- Issues such as controversial decisions and interpretations of policies and bylaws are discussed with supervisor with recommendations.

### KEY SKILLS AND ABILITIES

- Ability to assemble, analyse and synthesize demographic, socio-economic, environmental, land use and infrastructure information needed for planning purposes.
- Exercise initiative in defining problems, systematically developing and evaluating available options, and recommending creative and innovative strategies where appropriate.
- Able to establish and maintain effective working relationships with Council, Committees, and outside agencies.
- Ability to work with public stakeholders to define problems, identify solutions and options, and build consensus.
- Ability to work co-operatively within diverse teams and work groups and across the organization.
- Excellent organizational, written and verbal communication skills.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Strong demonstrated computer skills with Microsoft Office products, particularly Excel, Word, Outlook and Power Point, and working knowledge of GIS related programs.

### QUALIFICATIONS

- Preferably a Master's Degree in Community and Regional Planning or a closely related field combined with 3 years related experience.
- OR a Bachelor's Degree in Community and Regional Planning or a closely related field combined with 7 years of related and varied experience.
- Additional university accreditation in planning related programs such as urban design, sustainable development or community engagement would be a definite asset.
- Knowledge of the BC Community Charter, BC Local Government Act, and other Provincial policies in respect of planning matters.
- Demonstrated broad and detailed knowledge of contemporary community and regional planning theories and practices.

### OTHER

- Ability to work evenings and weekends.
- Valid BC Driver's License.