

EMPLOYMENT OPPORTUNITY

PLANNER II

POSTING No: 2021-12

POSTING DATE: June 16, 2021

POSTING EXPIRY DATE: July 30, 2021 at 4:00 p.m.

Strathcona Regional District is recruiting for a full-time Planner II. Reporting to the Manager, Planning and Parks, the Planner II has a strong focus on the development of regulatory and long range plans; creation of official community plans, planning bylaws and policies and preparation of long range strategic parks and greenways plans. Other responsibilities include overseeing projects, public processes and programs and administering contracts for work within the parks and facilities budget. A working familiarity with sustainability practices and best management practices is required as is the ability to research, prepare and present reports on related programs, policies and procedures.

REQUIRED EDUCATION AND EXPERIENCE

- University degree in parks planning, landscape architecture or related discipline and minimum of three years directly related experience in parks planning or diploma in parks planning and design, or a related technology, from an accredited institute of technology and a minimum of six years directly related experience in parks and/or land use planning.

PREFERRED EDUCATION AND EXPERIENCE

- Courses and experience in strategic planning, policy analysis, and facilitation of public processes.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS (required for acceptance into the position or to be acquired in first six months of being in the position)

- Eligibility for membership in one or more of the following: Planning Institute of BC, BC Society of Landscape Architects; Applied Science Technologies and Technicians of BC; or Association of BC Forest Professionals.
- A valid Class 5 BC Driver's License

The position is full-time, 35 hours a week with an annual salary range from \$73,920 to \$84,722, and requires some work outside a standard work schedule, including some weekends and evenings, for which overtime will be provided. The preferred candidate is expected to bring a professional demeanor, with a high standard of ethics to the position.

HOW TO APPLY:

Qualified candidates are invited to submit a cover letter, resume and copies of relevant certifications to hr@srd.ca quoting posting #2021-12 Planner II in the subject line of the application. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Strathcona
REGIONAL DISTRICT



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
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Toll-free: 1-877-830-2990

www.srd.ca

Planner II

JOB SUMMARY

Reporting to the Manager, Planning and Parks, the Planner II has a strong focus on the development of regulatory and long range plans; creation of official community plans, planning bylaws and policies and preparation of long range strategic parks and greenways plans. Other responsibilities include overseeing projects, public processes and programs and administering contracts for work within the parks and facilities budget. A working familiarity with sustainability practices and best management practices is required as is the ability to research, prepare and present reports on related programs, policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

Land use planning

- Provides planning expertise including the development of long range plans; official community plans, planning bylaws and policies, sustainability plans, and other documents as may be requested.
- Assists the public at the counter, via email or by phone, by explaining land use bylaws and processes; Regional District policies, procedures and objectives; and the role of other departments and agencies.
- Processes a variety of complex land use applications/permits in accordance with planning principles, legislation, environmental regulations, and department policies and procedures; explains deficiencies and the requirements for acceptance; calculates fees, issues permits and ensures all fees and charges have been paid.
- Reviews complex referrals from other agencies relating to crown lands, subdivision, zoning, environmental assessment, mining explorations, waste management applications, water licences, logging, aquaculture and other such matters for conformance to RD bylaws, policies and requirements.
- Coordinates public meetings/hearings, open houses, and committee meetings and provides small group facilitation, note/minute taking and organizational details.
- Prepares communications materials for a variety of audiences, such as senior staff, other departments, customers, committees and the Board.

Parks

- Assists with the parks service as it pertains to the following three electoral areas:
 - Discovery Islands-Mainland Inlets (Electoral Area C)
 - Cortes Island (Electoral Area B)
 - Oyster Bay-Buttle Lake (Electoral Area D)
- Prepares long range strategic parks and greenways plans.
- Evaluates existing park and greenway usage and prepares recommendations and designs for improvements.
- Writes and presents staff reports, park management plans, policies and procedures, and applicable bylaws to senior staff and regional directors.

- Identifies and assesses park land requirements, including environmentally sensitive areas, as part of land use development processes.
- Drafts development agreements and staff reports relating to acquisition, design and development of parks and greenways.
- Leads consultation and maintains positive relationships with First Nations, agency stakeholders, community groups and the general public.
- Assists with the development of contracts, advertising, and securing suitably qualified people as contractors to oversee the daily operations of applicable parks.
- Prepares requests for proposals, evaluates submissions, provides direction to contractors, contract administration and budget oversight.

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KNOWLEDGE, SKILLS AND ABILITIES (required for acceptance into the position or to be demonstrated in first six months of being in the position)

- Sound working knowledge of planning and land use principles related to community land use planning, sustainability, parks and greenways, environmentally sensitive areas, green building design, site design, and related best practices.
- Understanding of issues related to parks, recreation and land use planning, and ability to exercise sound judgment in dealing with ramifications of decisions.
- Understanding of services provided on local government level, including solid and liquid waste removal, the provision of potable water, and the role of the Vancouver Island Health Authority in these services.
- Current knowledge and understanding of local government, provincial and federal acts and regulations; bylaws; policies and processes; and general trends and development within the field of parks and land use planning.
- Ability to prepare parks and greenways master plans and conceptual designs, working drawings, specifications and cost estimates related to the implementation of plans.
- Ability to provide technical advice to other staff, contractors, community organizations, related to the planning development and operation of parks and greenways.



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- Ability to conduct public meetings and facilitate groups and workshops.
- Ability to communicate effectively both orally and in writing, and present information to a wide variety of stakeholders in a respectful manner.
- Ability to address complaints and resolve conflicts using tact, courtesy and patience.
- Ability to conduct research and write concise and complex reports, and to prepare visual communication materials such as presentations, poster boards, and displays.
- Strong organizational, project management, conceptual, analytical and problem-solving skills.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date