



Competition #21/166
Internal/External Posting
Closing date: November 9, 2021

Senior Planner (Continuous)
Sustainable Planning and Community Development Department

POSITION FUNCTION

Perform planning functions related to urban development and land use. Coordinate the rezoning process and amendments to the community plan.

KEY DUTIES

Coordinate the planning process and develop neighbourhood plans and land use policies for assigned areas. Administer the zoning approval process. Represent the department on various levels by attending Committee of the Whole, Council meetings, Advisory Planning Commission and neighbourhood committee meetings; compile resource materials and make presentations as required.

Coordinate and participate in the review of APC applications and the preparation of reports and recommendations on building, rezoning, development and variance permits and subdivision applications; conduct site inspections as required.

Respond to enquiries from other departments, architects, developers and the public by providing information and advice on zoning and development issues, local area and official community plans and interpretation of zoning bylaws; make recommendations on zoning and development policies to Council, Advisory Planning Commission and staff; ensure accuracy of the Official Community Plan Schedule A.

Coordinate, assign and review the work of consultants as required.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by applications, departmental programs and requests from council and the public.

Work is reviewed through departmental meetings; reports and policy plans receive ongoing review.

Issues such as policies, objectives and schedules are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Normal.

Mental Effort:

Short periods of intense concentration while preparing and presenting reports and recommendations to council and the public. (often)

Meet multiple deadlines. (occasional)

Visual/Auditory Effort:

Focus on a variety of source data and detailed drawings for short periods while reviewing applications and preparing reports. (frequent)

Work Environment:

Office.

Required to work irregular hours.

KEY SKILLS AND ABILITIES

Organize and prioritize work.

Understand and apply the principles of urban planning.

Read and interpret technical information, architectural drawings and legislation.

Compose and present proposals and policies.

Establish and maintain effective working relationships.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

University undergraduate degree in Urban Planning. (4 years)

Eligible for membership in the Canadian Institute of Planners.

Experience:

6 years of related planning experience.

or an equivalent combination of education and experience.

OTHER:

May be requested to substitute in a more senior position.

Work schedule: Monday - Friday, 35 hour work week

\$55.24 per hour, Pay Grade 19

Job Code #4200

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume

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We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email us at recruitment@victoria.ca