



Planner 1 Job ID: 2021-0412

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

Overview

This professional community planning position co-ordinates and manages City, community and developer community planning interests (land use, urban design, economic, environmental and social), in a matrix managed environment.

Examples of key responsibilities include, but are not limited to:

- Analyse complex community planning issues and proposals to achieve creative solutions.
- Prepare community planning policies.
- Prepare community planning bylaws (i.e. Official Community Plan (OCP), area plan, zoning).
- Prepare, manage and coordinate work programs and consultants.
- Review development applications (i.e. rezoning, Development Permit, variances).
- Provide urban design expertise (i.e. when planning and reviewing development applications).
- Provide research and data management.
- Liaise with City advisory committees, community, developers, professionals (i.e. architects, consultants), general public and external agencies.
- Present and respond to questions at Council meetings, Planning Committee meetings, Development Permit Panel meetings, Advisory Design Panel meetings, public meetings and Public Hearings.

Knowledge, Skills & Abilities:

- Knowledge of community planning practices, principles, techniques, methods and procedures in a municipal setting.
- Ability to perform professional community planning work under general supervision.
- Ability to provide community planning services.
- Ability to coordinate and manage interests.
- Ability to communicate professionally (i.e. write complex reports, work programs and bylaws and speak publicly).
- Ability to establish and maintain effective working relationships with staff and professionals and to transmit clearly the principles and requirements of sound planning and development.
- Ability to produce quality work in terms of the quality of information, option, analysis, recommendations, customer service, communication, team building and workload management.
- Ability to manage multiple work deadlines.
- Ability to work in a matrix managed environment.
- Skill in using computer software such as Arcview, Amada, AutoCad, Photoshop and Microsoft Word, Excel and Outlook.
- Ability to use REDMS or a similar records document management system.

Qualifications and Experience:

- A Master's degree or a Bachelor's degree with professional designation and a total of over 1 year of professional planning experience, preferably in a municipal environment, OR an equivalent combination of training and experience.
- A valid Class 5 Driver's Licence for the Province of British Columbia.

Working Conditions:

This work is performed primarily in an office environment. The incumbent will have to balance multiple tasks simultaneously amidst changing priorities and demands, filtering out distractions and working effectively with applicants who are under pressure.

The City of Richmond has a Covid-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19 and provide proof of vaccination by December 20th, 2021 as a condition of employment.

Additional Information:

Location: City Hall

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 193

Pay Band: J15

Pay Range/Rate: \$42.30 - \$50.01

Hours of Work: Monday to Friday 8:15am to 5:00pm (Compressed Work Week)

Internal Closing Date: 1/18/22

External Closing Date: 1/30/22

Openings: 1

The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.