



Planner 1, Child Care Job ID: 2022-0060

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

Reporting to the Program Manager, Child Care and Youth, the Planner 1 (Child Care) will assist with the overall implementation of the City Richmond’s Child Care strategies.

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

- Assist in the development, and implementation of the Richmond Child Care Strategy and Richmond Child Care Action Plan.
- Assist the Program Manager, Child Care and Youth in the development, design, oversight and enhancement of new and existing child care facilities owned and leased to non-profit operators by the City of Richmond.
- Review development proposals and collaborate with Planning, other City departments and developers in identifying child care facility requirements to pursue through planned development.
- Assist the Program Manager, Child Care and Youth in the regular review and updates to the City’s Child Care Design Guidelines;
- Participate in the solicitation and selection of non-profit child care operators to provide services in City-owned facilities.
- Providing support and expertise to the Child Care Development Advisory Committee.
- Assist in administering the Child Care Grant Program.
- Assist in the planning and implementation of Child Care Month initiatives and activities.
- Recommend, implement, and oversee tracking and monitoring systems for the City’s child care data, and convey key information and statistics.
- Participate in and facilitate community and stakeholder engagement processes, and pursue collaborative solutions to Richmond’s child care needs.
- Prepare and contribute to reports for senior staff or Council on facility proposals, child care issues, and other pertinent matters.
- Contribute to community and regional committees.
- Investigate potential grants, capital funding, and other opportunities to enhance and sustain Richmond’s child care objectives.
- Participate in consultations with senior levels of government and others concerning necessary policies, programs, and resources for advancing Richmond’s child care agenda.
- Respond to information requests from the public, staff, council, and external agencies.
- Undertake a range of technical research and data analysis to support implementation and ongoing enhancement of the City of Richmond’s Child Care strategies and plans.
- Collaborate on other priority initiatives of the Community Social Development Division (e.g., Social Development Strategy implementation).

Knowledge, Skills & Abilities:

- Knowledge of the child care field, including relevant policies, programs and community initiatives.
- Knowledge of the development process, including construction and facility development. Building technology and/or project management skills and training are desirable.

- Ability to provide community planning services.
- Ability to perform professional community planning and child care work under general supervision.
- Experience with child care licensing requirements, child care facility design and operation.
- Experience working collaboratively with different levels of government, community members and organizations.
- Excellent verbal and written communication skills, including report writing and presentation skills.
- Ability to facilitate, negotiate and problem solve effectively.
- Ability to work independently and as part of a team.
- Ability to conduct technical research and data analysis.
- Ability to manage multiple work deadlines.
- Ability to deal courteously and effectively with internal and external stakeholders.
- Knowledge and advanced skills in Microsoft Office programs; ability to use REDMS or a similar records management system.
- Ability to successfully pass a Police Information Check.

Qualifications and Experience:

A Master's or Bachelor's degree in Planning or a subject matter related to child care discipline (planning, social work, child and youth services, early childhood education, education) supplemented by a minimum of 1 year and up to and including 2 years' related experience in planning, policy or legislation, social work, child and youth services, early childhood education or education practices, preferably in a municipal environment. An equivalent combination of training and experience may be considered. Eligibility for membership in the Planning Institute of British Columbia (PIBC) or other relevant professional association. Valid Class 5 Drivers Licence for the Province of British Columbia.

Working Conditions:

Duties are performed in an office environment. May encounter upset or unpleasant customers.

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#: 1452

Pay Band: J15

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

Hours of Work: Monday to Friday 8:15-5:00 (compressed work week)

Internal Closing Date: 3/1/22

External Closing Date: 3/15/22

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.

