



Planner I

The City of Port Alberni is a vibrant community of over 18,000 people. Located centrally on Vancouver Island, Port Alberni is a well-served municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.

We are currently looking for a **Planner I** to join our Planning Department. Reporting to the Manager of Planning, the successful applicant will perform a variety of professional planning duties including reviewing land use and development applications to ensure alignment with appropriate regulations and legislation; preparing reports, permits and bylaws; responding to planning enquiries; assisting with policy development and coordinating public consultation.

Responsibilities:

- Support the implementation of the City's Official Community Plan
- Administer the City's Zoning Bylaw and Development Permit Area guidelines as well as other related land use bylaws
- Review development and land use applications including zoning and community plan amendments, development and development variance permits for alignment with applicable City bylaws, policies and legislation.
- Work closely with the public, stakeholders, developers, external agencies and other departments to provide support on planning and development issues as required
- Support applicants in understanding City processes and completing necessary applications
- May be required to attend and present development applications to City Council, the Advisory Planning Commission, and other committees as required
- Be creative and use sound judgment in making planning recommendations
- Coordinates with other departments in processing applications.
- Coordinates various department initiatives as required.

Qualifications & Experience:

- A degree in Urban Planning, Urban Design, Geography or Landscape Architecture is required
- A minimum of three years of related planning experience in a municipal setting
- Membership or eligibility for membership in the Canadian Institute of Planners and the Planning Institute of BC
- Good working knowledge of site planning, urban design, and community planning practices
- Good working knowledge of planning legislation and applicable bylaws and subdivision control provisions and requirements
- Demonstrated proficiency using various computer applications including the MSOffice Suite, graphics and database software and Adobe. GIS and AutoCAD experience would be an asset
- Good report writing, research, analytical, problem-solving and presentation skills
- Excellent interpersonal, communication, customer service and organizational skills
- Possession of a valid Class 5 BC Driver's License

The rate of pay for this position is \$37.34 per hour and includes a full benefits package. In addition, this position works a flex-day schedule.

To Apply: Please forward a resume and cover letter, including copies of your qualifications, by 4:30pm on July 4th:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

