



REGIONAL DISTRICT OF EAST KOOTENAY JOB DESCRIPTION

JOB TITLE Planner 1

JOB FUNCTION

Under the supervision of the Development Services Manager, the Planner 1 performs professional work on current and long range planning projects.

KEY DUTIES

Undertakes community and regional planning projects and studies by designing, managing and implementing planning processes from Board authorization to completion including communications and engagement; responding to public, director and media inquiries; facilitating meetings and workshops; drafting reports, plans and bylaws; and making recommendations to the Board and management. 75%

Responds to general land use inquiries by providing technical information and advice on land use regulations and development application procedures. 15%

Participates in current planning projects and manages other projects by assisting with complex development applications; participating on external committees representing the organization; and preparing associated reports and recommendations for the Board and management. 5%

Performs other related duties which may include relieving other positions within the department during absences and heavy workloads, and may be required to participate in emergency operations activities involving irregular hours and conditions. 5%

KEY SKILLS AND ABILITIES

- Computer literate with experience in land management systems and Microsoft Office Suite.
- Engage effectively with fellow employees, the public and outside agencies.
- Establish and maintain effective working relationships.
- Explain complex technical concepts and plans to non-technical people.
- Maintain composure and find solutions when dealing with difficult customers.
- Organize work schedule to meet deadlines and priorities.
- Presentation skills.
- Understand and apply methods of land use planning.
- Read and interpret bylaws, maps, legal documents, land title information and relevant legislation.
- Work safely.

QUALIFICATIONS

Education, Training and Occupational Certifications:

- Planning undergraduate degree.
- BC Driver's Licence.

EXPERIENCE

- One year experience which includes candidate status in Planning Institute of BC.