

Title: Senior Planner
Reports to: Director, Development Services and Climate Leadership
Department: Development Services and Climate Leadership
Date Developed: March 2014
Revised: March 2024

SUMMARY

Reporting to the Director of Development Services and Climate Leadership, the Senior Planner reviews, processes, and formulates planning recommendations on complex, major planning proposals, including development permits, variances, subdivisions, rezonings, bylaw amendments, and other comprehensive projects or studies. The Senior Planner will be responsible for providing leadership and guidance to the Planners.

IMMEDIATE SUBORDINATES

Planner I
Planner II

PRIMARY RESPONSIBILITIES

1. Responds to general inquiries and provides effective and informative customer service;
2. Serves as Deputy Approving Officer;
3. Provides general direction to planner (I & II) regarding land use, climate action and development and growth management strategies;
4. Prepares staff reports and policy recommendations to the Director of Development Services and Climate Leadership, City Manager and Council where applicable;
5. Attends Council meetings in absence of the Director of Development Services and Climate Leadership;
6. Performs field investigations to ensure projects conform to zoning regulations, design regulations, and/or approved plans; assists permit applicants to satisfy conditions of approval;
7. Attends meetings of the Advisory Planning Commission, acting as Recording Secretary and completes assigned tasks. Responsible for the preparation of agendas, meeting schedules, meeting notices, minutes, and other documents;

8. Attends meetings organized for special City projects and acts as a departmental liaison;
9. Project Manager for long-range planning and sustainability initiatives. Includes grant writing, development and coordination of RFPs, responding to technical inquiries, preparation/facilitation of community consultations, and participating in various working/steering committees;
10. Other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- A university degree in Planning or a university degree in a planning related discipline (Geography, Urban Studies, etc) is required. A Master's degree in a Planning or a planning related field is desirable.
- A minimum of five years of directly-related progressively responsible experience in municipal planning and subdivision.
- Member of, or eligible for membership with the Canadian Institute of Planners
- Current valid BC Driver's License with a good driving record.

SKILLS

- Knowledge of the principles, practices, methods and techniques used in land use planning and building services.
- Ability to prepare professional and technical planning and/or administrative reports and studies and analyze and evaluate data.
- High degree of creative ability in the planning and development field.
- High professional and ethical standards.
- Ability to perform all duties under minimal supervision.
- Strong written and oral communication skills; interpersonal skills
- Ability to analyze problems and identify alternative solutions.
- Ability to develop policies related to land use planning and development.
- Ability to organize work schedules and prioritize work using strong organization skills.
- Ability to establish and maintain courteous, tactful, diplomatic working relationships with the general public, contractors, staff and elected officials.



4/5/2024

Human Resource Manager

Date