



DISTRICT OF LANTZVILLE

JOB DESCRIPTION

POSITION: Planner

DEPARTMENT: Planning & Community Services Department

SUMMARY:

Reporting to the Director of Planning & Community Services, the Planner has responsibility for a variety of planning matters. This includes matters related to current and long-range planning, economic development, and research projects.

DUTIES AND RESPONSIBILITIES:

- Provides clear, concise and appropriate information and assistance to other departments, developers, government agencies and the public on general planning issues.
- Assists with processing development applications.
- Undertakes technical and professional analysis of development applications.
- Assists the Director with drafting bylaws, policies and the preparation of reports to Council.
- Drafts letters and other documents regarding planning matters.
- Attends meetings, as required.
- Maintains statistical and status reports.
- Works independently on planning research projects.
- Implements the Lantzville Beyond Business As Usual Economic Development Strategy.
- Implements the economic development priorities in Council's Strategic Priorities.
- Assists with community engagement and outreach, as required.
- Performs other related duties, as required.
- Required to adhere to all WorkSafe BC regulations and any unsafe conditions are to be reported to the employee's supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor	Director of Planning and Community Services, Officer
Positions directly supervised	N/A

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, ABILITIES AND SUITABILITY:

Education	University graduation in Urban Planning or a related discipline, plus two years' experience in a planning capacity, or an equivalent combination of training and experience.
Experience	Two years of progressively responsible experience dealing with all aspects of municipal planning.
Licences/Certificates	Class 5 BC drivers' licence
Specific Skills	<ul style="list-style-type: none">• Thorough knowledge of the principles, practices, methods, techniques, and objectives of urban planning.• Strong oral and written communication, presentation, organizational and multi--tasking skills.• Knowledge of the legislation governing planning in British Columbia.• Ability to develop planning policy, draft bylaws and regulations and incorporate effective procedures.• Ability to interpret maps and plans.• Considerable knowledge of research methods, statistical techniques and of trends and developments in urban planning, and ability to keep abreast of technical changes.• Ability to establish and maintain effective working relationships with other employees, professionals, and the public; and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form.• Ability to assess the impact of development upon the municipality and assess development in the context of existing bylaws and District policy.• Ability to exercise considerable courtesy, tact, diplomacy, and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized, and sensitive nature.• Ability to design and prepare concise written reports.• Ability to maintain records and data source information manually or on a computer.
Education	Masters Degree In Urban Planning
Experience	Minimum of two years directly related Planning experience. A combination of public and private experience is an asset

Licences/Certificates

Eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC.

Specific Skills

N/A

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:

Permanent:


Signature

Chief Administrative Officer: Ronald Campbell

Effective Date: March 14, 2022