

RDCO Job Description



Position Title:	Planner I	Division:	Development & Engineering Services
Reports To:	Manager, Development Services	Date:	May 21, 2024

Job Purpose/Summary:

Under the supervision of the Manager, Development Services, the Planner I undertakes current planning initiatives, processes development applications, and responds to land use planning inquiries. The position also assists with other regional, electoral area, and long-range planning projects.

Principal Accountabilities:

1. Current Planning:
 - Review and assess land use planning applications such as OCP and Zoning Bylaw amendments, development permits, development variance permits, and agency referrals in accordance with RDCO regulations and policies, and Provincial and Federal legislation.
 - Ensure applicants are in compliance with planning legislation.
 - Provide recommendations in the development of planning policy, community plans, and regulatory bylaws including the Rural Land Use Bylaw, Zoning Bylaw, and Development Applications Procedures Bylaw, and other planning bylaws and policies.
 - Assist with rebuilding and recovery activities of wildfire impacted communications and guiding residents through the rebuilding process
2. General Responsibilities:
 - Prepare and present staff reports and development applications to the Regional Board, committees, community groups, and the public.
 - Conduct research and provide advice to developers, the public, and the Regional Board.
 - Prepare, present, and act as staff liaison at committee meetings as required.
 - Assist in the facilitation of public consultation to address development and land use issues.
 - Assist senior planning personnel as required.
3. Other duties as assigned.

Reporting Relationships:

Direct Reports: None

Budget: None

Knowledge, Skills & Experience:

Training and Experience Required:

- Degree in Planning or related field.
- Minimum of 1 year in a planning capacity, preferably with a Regional District.
- Valid BC Drivers Licence.

Knowledge, Skills and Experience Required:

- Thorough working knowledge of planning principles and experience in the Local Government Act as well as pertinent provincial and federal legislation.
- Excellent written and verbal communication skills and presentation skills.
- Exceptional organizational, analytical, problem solving, and time management skills.
- Ability to take initiative and work independently as well as within a team.
- Advanced skills in MS office and ArcGIS.
- Assemble, analyze, and interpret statistical, demographic, environmental, and other relevant data for planning purposes.
- Excellent conflict resolution and negotiation skills.

Working Conditions:

- **Physical Effort:** Some hiking and carrying light equipment required when doing site inspections.
- **Physical Environment:** Office environment and occasional field work.
- **Mental Stress:** Work is constantly scrutinized by the public, media and developers. Multiple priorities with tight deadlines.
- **Sensory Attention:** Sustained concentration levels. Tact and discretion. Assessment of large quantities of information.

RDCO Job Description



Position Title: Planner II

Department: Development & Engineering Services

Reports To: Manager, Regional Planning

Date: May 21, 2024

Job Purpose:

Under the supervision of the Manager, Regional Planning, the Planner II undertakes current planning initiatives, processes development applications, and responds to land use planning inquiries. The position also assists with other regional, electoral area, and long-range planning projects.

Principal Accountabilities:

1. Long Range Planning:

- Coordinate long-range planning projects, including the development of community plans, policies, and bylaws for land use matters of complex nature and significant scope and magnitude.
- Support the updating and maintenance of planning policy, community plans, Regional Growth Strategy, and bylaws

2. Current Planning:

- Review and assess land use planning applications of moderate complexity such as OCP and Zoning Bylaw amendments, development permits, development variance permits, and agency referrals in accordance with RDCO regulations and policies, and Provincial and Federal legislation.
- Ensure applicants are in compliance with planning legislation.
- Provide recommendations in the development of planning policy, community plans, and regulatory bylaws including the Rural Land Use Bylaw, Zoning Bylaw, and Development Applications Procedures Bylaw.
- Assist with rebuilding and recovery activities of wildfire impacted communities and guiding residents through the rebuilding process

3. General Responsibilities:

- Prepare and present staff reports and development applications to the Regional Board, committees, community groups, and the public.
- Conduct research and provide advice to developers, the public, and the Regional Board.
- Prepare, present, and act as staff liaison at committee meetings as required.
- Assist in the facilitation of public consultation to address development and land use issues.
- Assist senior planning personnel and provide general guidance to summer students and junior planning personnel as required.

4. Other duties as assigned.

Reporting Relationships:

Direct Reports: None

Budget: None

Knowledge, Skills & Experience:

Training and Experience Required:

- Degree in Planning or related field.
- Minimum of 3 years in a planning capacity, preferably with a Regional District.
- Valid BC Drivers Licence.

Knowledge, Skills and Abilities Required:

- Thorough working knowledge of planning principles and experience in the Local Government Act as well as pertinent provincial and federal legislation.
- Excellent written and verbal communication skills and presentation skills.
- Exceptional organizational, analytical, problem solving, and time management skills.
- Ability to take initiative and work independently as well as within a team.
- Assemble, analyze, and interpret statistical, demographic, environmental, and other relevant data for planning purposes.
- Ability to interact with public groups and facilitate issue identification, issue resolution and consensus building.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Advanced skills in MS office and ArcGIS.
- Excellent conflict resolution and negotiation skills.

Working Conditions:

- **Physical Effort:** Some hiking and carrying light equipment required when doing site inspections.
- **Physical Environment:** Office environment and occasional field work.
- **Mental Stress:** Work is constantly scrutinized by the public, media and developers. Multiple priorities with tight deadlines.
- **Sensory Attention:** Sustained concentration levels. Tact and discretion. Assessment of large quantities of information.