



**REGIONAL
DISTRICT
NORTH
OKANAGAN**

JOB TITLE: Planner II
DEPARTMENT: Planning and Building

JOB SUMMARY

Reporting to the Planning Manager, the Planner II is a senior technical role responsible for reviewing and processing complex land use applications for electoral areas and member municipalities and presenting the applications to the Board of Directors, committees and municipal Councils.

DUTIES / RESPONSIBILITIES

- Reviews, processes, and prepares reports on complex development applications, including applicable bylaw amendments and intergovernmental referrals, in accordance with official community plans, zoning bylaws, subdivision and procedural bylaws and other legal requirements
- Responds to public, interagency and applicant enquiries regarding complex development applications, official community plan policies and zoning, subdivision and procedural regulations
- Researches and analyzes best practices with respect to development plans and consults with applicants to provide the highest level of customer service possible
- Prepares and presents reports and recommendations to the Board of Directors, committees and municipal Councils
- Applies land use, zoning and procedural bylaws, as well as other relevant regulatory documents
- Assists with and recommends updates to official community plan, zoning, subdivision and procedural policies and bylaws
- Conducts site inspections, surveys and site-specific analytical procedures as necessary
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Planning Manager
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Master's degree in Planning or a related field
Experience:	<ul style="list-style-type: none"> ▪ Five years of responsible professional planning experience, preferably in a local government setting
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Membership or eligible for membership in the Canadian Institute of Planners ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Expert knowledge of the Local Government Act, Community Charter, Agricultural Land Commission Act, and other Provincial legislation in relation to land use planning ▪ Excellent customer service skills with ability to sensitively manage private information ▪ Excellent research and analytical skills ▪ Excellent project management and public consultation skills ▪ Excellent written and verbal communication skills ▪ Ability to effectively manage multiple time-sensitive projects ▪ Ability to work with limited supervision, requiring independence and initiative ▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ Will be required to work outside normal working hours from time to time

CLASSIFICATION

Wage Level 13

JOB DESCRIPTION

Effective date: January 28, 2025