

May 2021

PLANNER III



JOB DESCRIPTION

DEFINITION:

Under the direction of the Director of Development Services, and reporting to the Planning Manager, the Planner III performs skilled professional planning work of a complex nature. Work involves applying specialized knowledge for the design, preparation, and completion of long-range and short-range planning projects, including development applications/permits, subdivision applications and neighbourhood plans.

EXAMPLES OF WORK PERFORMED:

- *Review various applications including Development Permits, Development Variance Permits, Agricultural Land Reserve Applications, Plans of Subdivision and amendments to the Zoning Bylaw and Official Community Plan, as required;*
- *Serve as a member of planning or other required task forces, as required;*
- *Provide information, explain policy, and interpret bylaws to builders, developers, government agencies, consultants, and the public;*
- *Liaise and attend meetings with various City of Terrace departments, agencies, and other groups concerning municipal development policy and land use;*
- *Present reports and other findings to staff, Council, and the public;*
- *Manage complex planning studies, development applications, and review consultant proposals;*
- *Develop project budgets, oversee project tenders, and verify contract expenditures and compliance;*
- *Support regional planning efforts, as required;*
- *Participate in the preparation of all policies, bylaws and proposals affecting land use and community development;*
- *Attend evening and weekend as required; and*
- *Other duties, as required.*

MINIMUM TRAINING AND EXPERIENCE:

- *Degree in Urban & Regional Planning (or related field) and full membership (or eligibility) with the Canadian Institute of Planners (CIP), Master's Degree an asset;*
- *5 to 7 years' diverse municipal or private sector related work experience;*
- *Considerable knowledge of the theory, principles and techniques of the planning profession and development process;*
- *In-depth knowledge of one or more planning specializations, such as economic development, transportation planning, or environmental planning;*
- *Supervisory experience;*
- *Ability to work independently to prioritize and accomplish several tasks and assignments while exercising time management abilities;*
- *Ability to deal effectively with co-workers, project developers, contractors, and the public;*
- *Computer skills including word processing and spread sheets, CAD and graphic software experience would be an asset;*
- *Good written and oral communication skills; and*

➤ *Valid Class 5 B.C. Driver's Licence.*

The above statement is a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.