

# RDCO Job Description



**Position Title:** Planner 1

**Division:** Development Services

**Reports To:** Director of Planning & Community Services

**Date:** November 20, 2017

## Job Purpose/Summary:

Reporting to the Director of Planning & Community Services, the Planner 1 supports the department by reviewing and assisting in preparing reports on land use proposals and development applications, conducts research and analysis on various departmental and corporate initiatives, and provides professional advice to agencies and the public. The position will also participate in the development of a Regional Implementation Strategy.

## Principal Accountabilities:

1. Review, evaluate and complete Regional District development applications and Provincial/Federal/Municipal referrals in accordance with relevant bylaws and legislation.
2. Coordinate and complete long range and special planning projects in accordance with planning section and board directed priorities such as:
  - Regional Planning initiatives – Implementation Strategy & Action Plan
  - Develop planning policies in conjunction with RGS and Official Community Plans.
  - Official Community Plan/Rural Land Use Bylaw review and updates
  - Zoning Bylaw review and updates
3. Assist in preparing and presenting reports on planning projects and applications including evening presentations to:
  - Regional Board
  - Committees and commissions
  - Community groups and the public
4. Oversee contracts with external consultants to ensure projects are proceeding according to Board approved terms of reference.
5. Consult and liaise with other department staff, stakeholders, agencies and commissions on all planning matters.
6. Provide professional advice and educate the public, developers and agencies on Regional District requirements and application processes.
7. Other related duties as assigned.

## Reporting Relationships:

**Direct Reports:**

**Dimensions: (annual/approximate):**

## Knowledge, Skills & Experience:

### Educational Background Required:

- Diploma in Planning or in a related field.
- Member or eligibility for membership in the Canadian Institute of Planners.
- Valid BC Drivers Licence.

### Experience Required:

- Minimum of 5 years in a planning capacity, preferably with a Regional District.
- Thorough working knowledge & experience in Local Government/Provincial/Federal legislation.
- MS office, GIS software.

## Working Conditions:

- **Physical Effort:** Some hiking and carrying light equipment required when doing site inspections.
- **Physical Environment:** Mostly office environment with some site inspections.
- **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.