



qathet REGIONAL DISTRICT

PLANNER (Temporary, full-time)

qathet Regional District Planning Services Department is seeking a dynamic individual to join our team as a temporary, full-time Planner for approximately 12 months (end of January 2022 to early February 2023). This is an excellent opportunity to try out small town living in a spectacular coastal region that abounds with backcountry recreation.

Reporting to the Manager of Planning Services, the Planner is responsible for processing land use applications, responding to public inquiries, liaising with property owners, realtors, developers, and other government agencies. This position will also be responsible for preparing reports on land use applications, supporting community engagement, preparing land use amendment bylaws, and attending public meetings and public hearings when required.

Applicants must have a university degree in community and regional planning or other related discipline, a minimum of 2 years job related experience preferably in a local government planning department or an equivalent combination of training and applicable experience. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills, and proficiency in Microsoft Office applications. Eligibility for membership in the Planning Institute of BC or equivalent organization is required.

The 2022 wage rate for the Planner is \$41.45 per hour plus benefits package. The position is subject to CUPE Local 798 Collective Agreement. Varying hours of work may be required. Starting date for this position will be January 24, 2022. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Interested applicants should submit a letter of application, current resume, and three references in confidence to:

Laura Roddan, Manager of Planning Services
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or
Email: employment@qathet.ca

Closing Date: 4 pm Friday, December 3, 2021

A detailed job description follows.

qathet REGIONAL DISTRICT
JOB POSTING
PLANNER – TEMPORARY, FULL TIME POSITION

POSITION OVERVIEW

The position assists and reports to the Manager of Planning Services in the delivery of the Regional District's planning program and performs a variety of duties pertaining to land use applications and regulations, research and reporting, and public consultation on various issues.

KEY DUTIES AND RESPONSIBILITIES *include but are not necessarily limited to:*

- Process land use and permit applications (e.g., subdivisions, development permits, ALR, crown land leases/licences, RAR, etc.); determine compatibility with land use bylaws (OCPs and Zoning); prepare reports and recommendations for review by the Manager of Planning and the Planning Committee.
- Respond to public inquiries; provide interpretation of planning policies, bylaws and legislation.
- Maintain record of public complaints and report to supervisor.
- Assist with preparing materials for Planning Committee and other meetings and attend meetings, as required.
- Collect and analyze data (e.g., assessment reports, census); research and prepare reports; draft bylaws and correspondence.
- Undertake landscape analysis and mapping.
- Participate in the design, implementation and monitoring of sustainability initiatives, regional development strategy and public education and outreach programs.
- Liaise with other government agencies and community organizations on planning matters; and provide administrative support to the latter where required.
- Operate a computer, photocopier, scanner, printers, calculator.
- Follow policies, procedures and standards of the Regional District.
- Perform other related duties as assigned.

QUALIFICATIONS

Education/ Training/Experience

- University degree in Community or Regional Planning or other related discipline;
- Basic training in GIS systems applications and graphics;
- Minimum 2 years job related experience, preferably in a local government setting;
- Or equivalent combination of training and experience.

Skills / Abilities

- Ability to understand and analyze planning documents, maps, and technical procedures;
- Knowledge of *Local Government Act* provisions relating to land use planning and other relevant legislation, regulations and policies;
- Excellent communication (verbal and written), interpersonal and customer service skills;
- Strong organizational skills; ability to multi-task; and

- Proficiency in Microsoft Office applications including Word, Excel, Access and PowerPoint.

The following additional qualifications are assets:

- Proficiency in InDesign and experience in creating public information materials.
- Supplementary training in civic engagement and dialogue, landscape architecture, sustainability planning, or environmental management.

Licenses or Special Requirements

- Must be eligible for membership in the Planning Institute of BC or equivalent organization.
- Class 5 Driver's License for the Province of BC is required.