

## **DEVELOPMENT PLANNER**

(Full Time)

*The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits, and is ideally situated on Southern Vancouver Island.*

The Municipality of North Cowichan invites applications from candidates with the proven qualifications, skills and abilities for the position of Development Planner on a full-time basis. The Municipality is seeking a forward-thinking, highly motivated and creative individual who is passionate about development planning to join our busy Development Services Department team.


Reporting to the Assistant Manager of Planning and Subdivision, this is an exciting professional opportunity for an individual who has excellent oral and written communication skills, high level public relations and customer service skills, and a practical problem-solving ability. The Development Planner should also be able to work well as a team and be able to build and maintain relationships with internal and external stakeholders. Other requirements include the ability to manage complex land use and development applications and to prepare planning reports with an attention to detail.

Primary responsibilities for this position will include reviewing and processing all types of land use and development applications, providing planning advice to developers, other members of the public and Municipal committees, and responding to planning and development enquiries. The successful candidate may also be involved in other planning projects and initiatives on an as-needed basis.

### **Required Skills, Qualifications and Abilities:**

1. A CIP-accredited degree in planning (urban, regional, community, natural resource/environmental) or a degree in a related discipline (e.g. geography, urban studies).
2. Membership or eligibility for membership in PIBC and CIP (candidate or full member).
3. Minimum six (6) years relevant development planning experience, preferably in a local government environment.
4. An in-depth understanding of planning principles, practices and processes in British Columbia, including applicable planning legislation.
5. An ability to gather, interpret and compile complex planning, environmental, economic, engineering and design data in technical reports.
6. An ability to communicate in a clear, concise and considerate manner (e.g. emails and other correspondence to the public, committee and Council reports, reports to internal and external departments, answering enquiries, and presenting planning reports).
7. Proficient in GIS systems, particularly ArcGIS. Experience in the use of other design and technical software will be considered an asset (e.g. InDesign, Google Sketch-Up, AutoCAD).
8. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
9. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

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This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a criminal record check.

Please submit cover letter and resume clearly detailing how your skills, qualifications and abilities match those required for this position by **4:30 p.m. on Friday, February 23, 2018**.

If you will be sending your application by way of email, PDF format is preferred.

Please reply to the undersigned, quoting the competition number and position title.

Human Resources Department

[hrapply@northcowichan.ca](mailto:hrapply@northcowichan.ca)

Fax 250.746.3139

*We thank all applicants for their interest. However, only those selected for an interview will be contacted.*

