



---

## Head of Planning

---

Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic half hour drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

The District of Sooke has a permanent employment opportunity for a Head of Planning. Reporting to the Director of Development Services, the Head of Planning is responsible for long and short-range planning in the Development Services department. In addition, the Head of Planning is responsible for providing strategic advice and direction on the development process, coordinating and advising planners on development applications and processes, communicating planning issues with other departments and other jurisdictions. The Head of Planning participates in public and technical meetings and represents the Development Services department at Council meetings.

The Head of Planning is an advanced position that requires a sound understanding of planning and community development, and must have the ability to think innovatively, the ability to adjust to the political sensitivities, and have proven ability to supervise and mentor planners.

To be considered for this role, applicants should have:

- Completion of a Bachelor's degree in Planning or a related discipline.
- Member of the Canadian Institute of Planners.
- Minimum seven (7) years of diverse and progressively responsible experience in a local government planning environment, or equivalent combination of experience in the government and/or private sectors.
- Valid Class 5 BC Driver's License.

This is a CUPE Local 374 position. The 2018 hourly rate for the Head of Planning is \$46.87/hour, plus an excellent benefit package.

---

To view the full job description, visit the employment page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment)

Please indicate the position you are applying for in the subject of your email, and submit your detailed resume and cover letter outlining your interest and experience for this opportunity to:

[hr-jobs@sooke.ca](mailto:hr-jobs@sooke.ca)

**Closing date for receipt of applications is 4:30 p.m. Tuesday, February 13, 2018.**

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.