

# Career Opportunity



**Position: Planner (Permanent)**

**Closing Date: October 24, 2017**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Planner (Permanent)

**Job ID** 1041

**Pay Class** Salary

**Days of Work** Monday to Friday

**Hours of Work** 8:30 am to 4:30 pm (Winter)  
8:00 am to 4:00 pm (Summer)

**Position Overview** Performs highly skilled professional planning work of a complex nature under the limited supervision of a Subdivision Development Manager or Planning and Development Division manager or supervisor. 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, sector plans, themed plans, and neighbourhood plans. Work may also involve working as part of a planning team on community plan amendments, zoning reviews, community-engagement initiatives, or comprehensive neighbourhood redevelopment planning studies. The job involves inside and occasional outside work in the inspection of development sites, the supervision of several technical and clerical staff on a project or assignment basis, and frequent high volumes of work and tight deadlines. The incumbent is responsible for protecting the confidentiality of many planning matters and for exercising courtesy, tact, persuasion and diplomacy in dealings with City staff, developers, the public and officials from other companies and agencies. The Planner is responsible for the care, accuracy, and attention to many conflicting interests and objectives when preparing reports, projects, policies, and plans and when researching and assessing development proposals. The incumbent must be well-organized, resourceful, and motivated and must exercise considerable integrity, courtesy, tact, diplomacy, and persuasion in a diverse range of internal and external situations that are frequently difficult, specialized, and sensitive.

**Responsibilities** 1. Performs research related to land use, development proposals, zoning, subdivision design, economics, population, transportation, urban renewal, parks development, recreation, public services, utilities, environmental, and social matters, and assembles and analyzes data and prepares background reports for use in formulating sector, comprehensive development, and neighbourhood plans; subdivision approvals; and decisions on development applications and permits.

2. Formulates draft plans, design projects, concepts, and policy statements based on research, accumulated data, sketches, community plan guidelines, subdivision, and other designs; prepares layouts of physical projects; prepares draft reports or bylaws as directed for Council consideration to implement planning policy.
3. Reviews subdivision development plans, studies and assesses impacts, and ensures conformance to conceptual plans and implementation strategies.
4. Provides and presents information, explains policy, and interprets related bylaws to builders, developers, government agencies, consultants, Council, and the public, and maintains relationships with various internal and external departments, agencies, and groups concerning municipal development policy and land use control.
5. Assigns and directs the work of technical planning and drafting to Planning and Development staff on a project basis and to clerical support staff on an assignment basis.
6. Attends and facilitates internal and external meetings as a City representative in a professional planning capacity; analyzes and advises on trends and developments; receives public and other professional input; explains City policies; and prepares related summaries, reports, and correspondence.
7. Develops and applies innovative, creative methodologies and techniques if conventional means are not applicable, and designs, estimates, and sets priorities for all aspects of planning project work.
8. Prepares reports, community plans, community engagement strategies, and other written and oral deliverables as required.
9. Performs related duties as required.

**Requirements** REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of the principles, practices, methods, techniques, and objectives of urban planning.
2. Thorough knowledge of the provincial, regional, and municipal policies; rules; regulations; bylaws; objectives; and legislation governing Planning and Development Division operations; and understanding of environmental, social, and heritage planning principles.
3. Thorough knowledge of long-range and short-range planning and community engagement concepts and practices.
4. Thorough knowledge of economics, municipal finances, and sociology as applied to urban planning.
5. Thorough knowledge of quantitative and qualitative research methods, statistical techniques, trends and developments in urban planning, and the ability to keep abreast of technical changes.
6. Considerable knowledge of current literature, trends, and developments in the planning field.
7. Ability to conduct research, collect, and analyze data on a variety of community planning related topics and prepare detailed qualitative and quantitative reports and presentations.
8. Thorough knowledge of and the ability to effectively utilize the principles and practices of qualitative and quantitative research methods in community planning projects and processes.

9. Thorough knowledge of computers in their applications to urban planning, statistics, and graphics, and a full understanding of geographical information system (GIS) applications and basic level of application.

10. Ability to establish and maintain effective working relationships with other employees, professionals, and the public, and to transmit clearly the principles and requirements of sound planning and development and to express ideas effectively orally and in written or graphic form.

11. Ability to assess the impact of development upon the municipality and relate development to existing bylaw and draft policies suitable to the needs of the community as established by Council.

12. Ability to assess social implications of proposed projects and developments.

13. Ability to train, assign, review, monitor, and direct the work of a small group of subordinates as required.

14. Ability to act as staff lead on a number of short-range and long-range projects, advisory committees, task forces, and standing committees.

15. Ability to exercise considerable integrity, courtesy, tact, diplomacy, and persuasion in a diversity of internal and external contacts that are frequently of a specialized and sensitive nature.

16. Ability to design and prepare concise written reports.

17. Knowledge of effective, creative public engagement tools, and methods.

18. Possess critical thinking skills and be open to using both standard and creative techniques to solve complex problems.

19. Ability to work well as part of a team and independently with little supervision as required.

20. Ability to work on a number of projects simultaneously, establish priorities, and meet deadlines.

21. Ability to pay attention to detail and exercise consistent judgement in dealing with a variety of planning matters, problems, and projects.

22. Ability to communicate effectively, orally and in writing, and prepare qualitative and quantitative reports.

23. Ability to comprehend the short-range and long-range plans of the City, as they relate to projects within the purview of a planning analyst, from available information/policies prepared by others.

#### PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Completion of a Master's degree in urban planning or a related discipline, such as geography, sociology, urban development, sustainable development, etc.

2. Five years' experience as a planner in a municipal or private sector environment.

#### REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.

2. Completion of a university degree in Urban Planning or a related discipline, such as geography, sociology, urban development, sustainable development, etc.
3. Completion of intermediate courses or experience in MS Office (Word, Excel, and PowerPoint) as demonstrated through testing. 60% pass rate required.
4. Full membership in the Canadian Institute of Planners.
5. Minimum of three years' professional experience as a planner in a municipal or private sector environment.
6. Valid BC Driver's Licence - Class 5.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Development & Engineering Services

**Position Type** Permanent full-time

**Reports To** Planning and Development Supervisor

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** CUPE Salary

**Hourly Wage** \$39.52

**Closing Date** 10/24/2017

**Compensation & Benefits Overview** Comprehensive benefits package available.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>