



**PLANNER I**  
**LAND USE SERVICES DEPARTMENT**  
**(REGULAR FULL TIME OPPORTUNITY)**

**Position:** A Planner I is required to fill a regular full time position in the Land Use Services Department at the Cowichan Valley Regional District. Reporting to the Manager, Community Planning or designate, the Planner I is responsible for planning activities including liaison with prospective developers, government agencies and the public, processing various types of applications respecting changes in land use, responding to public inquiries, attendance at public meetings and public hearings when required, preparation and review of land use amendment bylaws, monitoring and evaluating development review processes and collaborating with senior staff to identify improvements and efficiencies, preparing comprehensive reports with recommendations on land use applications and providing leadership and direction to planning support staff.

**Qualifications:** A degree from a university of recognized standing with a major in geography, rural/community planning or a related subject. Membership or eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC, and a valid Class 5 BC Driver's License. A minimum of three years of related experience. Preference will be given to those applicants with regional district or municipal experience. Knowledge of: planning legislation, techniques, and regulatory responsibilities; all aspects of land use, planning legislation, techniques, applicable bylaws and regulatory powers; the theory and application of planning and planning practices and ethics; and of ESRI GIS programs. Ability to: establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public, and Regional Board Members; communicate effectively both verbally and in written form; proficiently use grammar, spelling and punctuation; understand and apply bylaws, regulations, agreements and procedures applicable to departmental responsibilities; remain up to date in current planning theory and practice; organize work schedules and prioritize work using strong organizational skills; effectively operate a PC in a Microsoft Office environment; and to solve problems and resolve issues and seek alternative solutions to potential and real problem situations.

**Hours of Work:** The hours of work are 35 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m. The incumbent shall be flexible and available to work evenings and weekends as they may be operationally required to attend evening and weekend meetings.

**Salary:** This is a unionized (CUPE Local 358) position and is compensated at a wage rate, in three steps, \$40.64 - \$41.88 - \$43.08 per hour (2019 rates). Flex time and a comprehensive benefit package are offered with this position.

**Applications:** Qualified applicants are invited to forward their resume in complete confidence quoting Competition **LUS19028-E before 4:30 p.m. on February 27, 2019**, to the Human Resources Division at [hr@cprd.bc.ca](mailto:hr@cprd.bc.ca) in either MSWord or pdf format, or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to (250)746-2522.

Note: Testing will be conducted as part of the interview process. Testing is based on the knowledge, skills, abilities, qualifications and aptitude outlined in the job description.