

CITY OF REVELSTOKE

JOB DESCRIPTION

The position is an exempt position (outside CUPE Bargaining Unit)

POSITION TITLE: Senior Planner

DATE: July 2019

POSTING #: DS2019-05

I. POSITION PURPOSE STATEMENT

This is a highly complex, professional planning position requiring considerable experience and expertise in the planning field to undertake complex, high-profile planning projects and to lead, supervise and mentor other planning and technical staff.

The Senior Planner supervises and coordinates the operation of the Planning team in the delivery of local government land use planning and related matters. Under the general supervision of the Director of Development Services, the Senior Planner is responsible to undertake and oversee the analysis of data and information used in the review and preparation of land use planning reports, procedures, policies and bylaws and makes recommendations regarding land use planning matters.

II. OPERATING ENVIRONMENT

The Senior Planner has considerable contact with regulators, contractors, consultants, external agencies, volunteers, the public and elected officials. This is a supervisory, technical and operational role requiring considerable knowledge of best practices, cross-departmental operations and staff development.

III. SPECIFIC DUTIES

- Responsible for processing high-profile, complex development applications, including coordination with Engineering Department.
- Leads Planning Teams and task forces as necessary.
- Supervises the processing of development applications, including workload monitoring and assignment of development applications and projects to planning team members.
- With Management support, makes interpretive determinations on departmental bylaws, policies, and procedures.
- May be assigned sign-off responsibilities of development applications, as necessary.
- Prepares and oversees the development of departmental procedures, documents, correspondence, reports, plans and bylaws.
- Liaises with community groups on a variety of planning matters.
- Leads planning studies and prepares comprehensive reports on complex planning subjects.

- Provides responses to the public and stakeholders on planning matters, with minimal consultation with senior staff.
- Makes presentations and advises Committees, stakeholder groups, the public, and Council.
- Provides supervision, mentorship, guidance, and training to planning staff and evaluates their performance.
- Prepares, updates and implements Policy Documents when required.
- Acts as a key resource and represents the Department when required.
- Represents the City at a variety of public, technical and administrative meetings, including the organization of such meetings.
- Builds and maintains positive business and customer relationships.
- Investigates and resolves complaints.
- Assists with the development of departmental service plans and strategies.
- Assists with budget preparation and monitors assigned program, service and project budgets.
- Performs other duties which may include, but is not limited to, providing expertise and assistance to other City services or departments.
- Supports all other duties performed by Department Staff and assists when required.
- Oversees Heritage Protection function, and the departmental support of Economic Development and Social Development services.
- Covers for the Director of Development Services when required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work. Ability to work a flexible work schedule to accommodate Council, Commission, Stakeholder groups and Community engagement events may be required outside of the 8:30-4:30 work day and work week of Monday to Friday.

IV. REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND PERSONAL ATTRIBUTES

- Knowledge of theory, principles, practices, current trends and developments in city planning and urban design.
- Knowledge of relevant legislation, bylaws, policies and plans.
- Knowledge of Corporate Goals and Objectives and Department's policies and procedures.
- Knowledge of application sign-off procedures.
- Knowledge of research methods and techniques in planning and urban design.
- Reasonable knowledge of employee supervision best practices and performance development techniques.
- Reasonable knowledge of local government budgeting and procurement practices.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships.
- Ability to independently manage time sensitive matters.
- Ability to work independently with limited supervision.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to lead a team of professional and technical staff in accomplishing the tasks assigned to the team.
- Ability to use excellent public relations skills.
- Ability to recognize and appropriately address politically sensitive matters.
- Ability to write complex reports on a wide range of planning issues.
- Ability to lead and facilitate meetings and participate as a member of a team
- Demonstrated ability to think creatively and develop innovative solutions.
- Proven ability to plan and achieve goals, work independently, and meet deadlines.

V. REQUIRED QUALIFICATIONS

- Possession of a professional planning degree, recognized by the Canadian Institute of Planners, plus at least six years of planning and land use experience, including two years in a supervisory role.
- A Graduate (Master's) degree is preferred or equivalent graduate studies.
- Work experience in a BC municipal setting is preferred.
- Training and/or experience in the use of recognized office computer software related to the field.
- Emergency Management training is an asset.

VI. REQUIRED LICENSES AND CERTIFICATES

Membership in the Canadian Institute of Planners is required. Full members are preferred; however, candidate members on track to attain full membership are also acceptable.

Class 5 BC driver's license is required along with a driving perspective.

Ability to pass and maintain a Police Information Check including the vulnerable sector section.