



LONG RANGE PLANNER (Exempt)

Competition #: 82-COV-21

Closing Date: July 18, 2021

Reporting to the Manager, Long Range Planning and Sustainability, the Long Range Planner prepares long range plans and policy.

Duties Include:

- Undertakes and facilitates the development of long range planning studies, neighbourhood plans, the Official Community Plan and growth management studies, including the development of implementation strategies and related bylaws.
- Uses creative techniques to ensure the meaningful and timely involvement and outreach to the community regarding planning studies and projects, including the community at large, neighbourhoods, individuals, interest groups and other stakeholders.
- Ensures that recommendations related to long range planning proposals, studies and policy recommendations are strategic and developed with due consideration of the City's budget and resources.
- Performs research related to land use, zoning, subdivision design control, economics, demographics, urban development, parks and recreation, public services, utilities, environmental and social matters.
- Assembles and analyzes data and prepares background reports for use in formulating neighbourhood plans and comprehensive (i.e. large scale) development applications.
- Develops all manner of planning policies based on research; applicable legislation, regulations and bylaws; the Official Community Plan and Council direction.
- Works independently and as part of departmental and interdepartmental teams on the preparation of major studies and policy proposals for recommendation to senior staff and administration.
- Reviews proposed subdivision and development plans to ensure conformance to adopted plans.
- Provides information, explains policy and interprets related bylaws to builders, developers, government agencies, consultants and the public, and liaises with various internal and external departments, agencies and groups concerning development policies and land use control.
- Processes development applications, as required.
- Prepares detailed work programs and terms of reference for planning studies and projects.

- Assists the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Performs related duties as assigned.

Required Education and Experience:

- Graduation from a 4 year urban planning degree or related discipline.
- Minimum 5 years related, progressively responsible planning experience.
- BC Drivers' License, Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability to participate in departmental and interdepartmental teams, and to lead those teams, as appropriate.
- Ability to positively influence future community development through visioning, strategic planning, planning policy, official plans and neighbourhood plans with a focus on implementation.
- Ability to develop, promote and lead innovative public participation and engagement processes.
- Proficient in the use of standard office equipment and software applications.
- Ability to manage contracts and consultants.
- Ability to perform statistical and trends analysis.
- Ability to keep abreast of technical changes.
- Ability to establish and maintain effective working relationships with employees, professionals, the public and Council.
- Ability to assess short and long term implications of proposed projects and developments.
- Superior demonstrated written and oral communication skills.
- Ability to exercise tact, diplomacy, and persuasion with a diverse group of internal and external contacts.
- Ability to maintain records and data.

Preferred Education and Experience:

- Master's Degree in Urban Planning.
- IAP2 training.

Preferred Knowledge, Skills and Abilities:

- Eligibility for membership in the Canadian Institute of Planners.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!