



REGIONAL DISTRICT of Fraser-Fort George

COME WORK WITH US!

PLANNER II

The role of a Planner II is to assist in the research and preparation of reports and processing of development applications for land use planning and related matters for presentation to the Regional Board, the public and other specific groups and to assist members of the public on planning related matters.

Responsibilities outside of land use planning in the areas such as economic development, house numbering, parks and heritage, soil conservation, road index or supervision of temporary junior staff may be assigned.

For this position it's important to have strong analytical and technical skills which you bring from your current education, training, and previous employment experiences. Further, it's vital to have strong computer skills and written and verbal communication skills.

Apply today at <https://rdffg.prevueaps.ca/internaljobs/>



REGIONAL DISTRICT of Fraser-Fort George

WHY WORK WITH US?

BENEFITS

The Regional District offers a full benefit package to regular full-time and part-time employees including their spouse and eligible dependents.

Extended health

Our extended health plan offers generous coverage for covers a variety of expenses for prescriptions, vision care and a multitude of paramedical practitioners.

Dental

Our dental plan covers 100% of basic dental services and over 60% of most major reconstruction services and orthodontic services.

Long term disability

The Long-Term Disability benefit provides you with a monthly income if you are unable to work as a result of an accident or sickness after you complete your qualifying period.

Employee and family assistance program

This is an off-site, confidential, voluntary, short-term counseling program provided for employees and dependents to deal with a range of personal, family and workplace concerns. These services are provided to employees at no cost.

Municipal pension plan

Municipal Pension Plan is a condition of employment for all regular full-time employees.

Basic Life Insurance

Up to 2x annual salary.

Employee Training & Development

RDFFG is committed to excellence in employee growth, mentorship, and training opportunities.

Relocation Allowance

RDFFG may assist newly hired employees with the costs associated with moving their primary residence to accommodate their new RDFFG position by providing a relocation allowance.

APPLY TODAY AT
[HTTPS://RDFFG.PREVUEAPS.CA/INTERNALJOBS/](https://rddfg.prevueaps.ca/internaljobs/)

PLANNER II - JOB 7.5

JOB SUMMARY:

The role of a Planner II is to assist in the research and preparation of reports and processing of development applications for land use planning and related matters for presentation to the Regional Board, the public and other specific groups and to assist members of the public on planning related matters. Work is carried out under **general supervision**.

Responsibilities outside of land use planning in the areas such as economic development, house numbering, parks and heritage, soil conservation, road index or supervision of temporary junior staff may be assigned. Representation before the public or specific groups may be required.

TYPICAL DUTIES:

1. Answers enquiries and processes various applications, referrals, correspondence, etc., including the preparation of draft regulatory bylaws relating to a range of land use matters. This may include field studies.
2. Prepares background data and technical information, draft policy material for Official Plans and other statements of planning policy **under supervision**.
3. Makes recommendations to the Regional Board on matters through written reports **under supervision** and in consultation with other staff.
4. Liaise with internal and external personnel and agencies with regards to economic development opportunities and initiatives in the region.
5. Assists with implementation of economic development initiatives in the region.
6. Represents the Regional District at a variety of public, technical and other meetings, including the organization of such meetings where necessary and liaise with involved groups and agencies.
7. Deals with a range of work tasks as assigned for specific geographic areas of the Regional District and become familiar with Official Community Plan policies and land use regulations.
8. Prepares, analyzes and distributes statistics from various sources for an ongoing information base and for specific projects.
9. Collates, maintains, analyzes and coordinates background data and technical information in one or more of the following services:
 - i. House numbering function
 - ii. Road Index
 - iii. Heritage Conservation matters
 - iv. Other assigned responsibilities
10. Duties may include drafting policy direction, liaison with and coordination of outside agency informational materials, information distribution and answering related enquiries as needed for the above-noted services.
11. May include supervision of temporary junior staff as needed.
12. Assists in the preparation or distribution of publicity materials.
13. Initiates and coordinates applications for funding, including verification that funding request prerequisites are met within the prescribed time limits.
14. Performs related duties as required.

QUALIFICATIONS:

Education and Experience

1. An undergraduate degree in Community Planning (Urban, Regional, etc.) accredited by the Canadian Institute of Planners, plus at least one year of related work experience, **OR**
2. An undergraduate degree in a subject related to planning (e.g. Geography) and a minimum of two years of work experience in a similar planning position.
3. Meets eligibility requirements to be a member of the Planning Institute of British Columbia.

Certificates and Licenses

1. Valid BC Driver's License.

Job Knowledge

1. **Reasonable knowledge** of Land Use Planning statutes and regulations, sustainability practices and policy within the Province of British Columbia.
2. **Reasonable knowledge** of methods, practices, techniques and objectives used in the delivery of local government Land Use Planning.

Skills and Abilities

1. Excellent interpersonal skills and demonstrated ability to communicate tactfully with elected officials, co-workers, community and external agency representatives and the general public on various matters, including those of a sensitive nature.
2. The ability to compose and edit correspondence and documentation, as well as excellent analytical and report writing skills.
3. Experience with spreadsheets, database, desktop publishing, ArcGIS, PowerPoint and Word processing programs in a Windows environment.
4. Excellent presentation and public speaking skills.
5. Demonstrated ability to think creatively and develop innovative solutions.
6. Proven ability to plan and achieve goals, work independently, and meet deadlines.
7. Ability to work outside in all kinds of weather conditions and walk long distances over uneven terrain.