

PLANNER 1

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, the Planner 1 will assist with long range planning projects, performing various tasks including research, data collection and analysis, reporting, and public engagement related activities. As availability allows, the Student Planner will also assist with current planning activities.

DUTIES

- Research, data collection, and analysis, including: (1) statistical (census) data analysis; (2) compiling information on recently completed, started, and proposed development in the region; (3) review of historical rezoning files; (4) zoning research in comparable local governments; and, (5) synthesizing policies and regulations from 4 existing zoning bylaws.
- Assist with coordinating public engagement activities, prepare materials as required, and attend and record minutes as required.
- Document preparation and research, including but not limited to: (1) comprehensive list of zoning definitions; (2) formatting documents; (3) home based business research; (4) updating consolidated bylaws.
- Assisting with the daily functions of the development services department, such as file research, social media and updating website information.
- Research projects as assigned to support OCP and zoning bylaw development.

QUALIFICATIONS/EXPERIENCE

- Currently enrolled in or recently graduated (within the last 12 months) in a post-secondary degree program in planning or a related discipline is preferred.
- Strong customer service, communication, problem solving, research and analysis, and computer skills are essential.
- Relevant experience within a local government setting is considered an asset.
- Previous exposure to development applications, zoning bylaws, and Official Community Plans is considered an asset.
- Knowledge and understanding of planning and development related issues.
- Ability to work independently on specific tasks.
- Proficiency in Microsoft Office, Outlook, Word, Access, and Excel.
- General knowledge of the use and application of GIS (geographic information systems) in a land use planning context.
- Effective communication and inter-personal skills, using written and oral presentations.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position