



DISTRICT OF TOFINO

JOB DESCRIPTION

TITLE **Planner 1**

Approval Date: May 4, 2016

Union Approval: June 3, 2016

DEPARTMENT **COMMUNITY SUSTAINABILITY**

File #: 2560-02

JOB SUMMARY

Reporting to the Manager of Community Sustainability, the Planner 1 is responsible for processing land use applications and permits, land use research, preparing land use bylaws, writing reports to Council, responding to inquiries from the public, attending Public Hearings, Council and Committee meetings, open houses and other public consultation events, and the monitoring and implementation of various programs, plans and municipal initiatives.

CORE COMPETENCIES

- Land use planning;
- Writing; and
- Public consultation.

PRIMARY DUTIES AND RESPONSIBILITIES

- Process land use and development applications for building permits, subdivisions, rezonings, development permits, development variances, and signs;
- Draft land use bylaws;
- Conduct and prepare studies and reports;
- Design and lead public consultation processes and events;
- Respond to technical and general public enquiries with respect to local government bylaws, procedures, and guidelines;
- Conduct field inspections;
- Attendance at public hearings and other meetings as required; and,
- Research and data collection.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Strong effective writer;
- Knowledge of the history, principles and practices of land use planning;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Well-developed interpersonal skills and ability to deal tactfully and diplomatically with others with proven ability to communicate effectively, verbally and in writing;
- Thorough knowledge of the responsibilities, functions and operations of a municipality;
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in

practical situations;

- Mastery of common software programs including Microsoft Office, Excel, Illustrator, various Internet applications, and GIS databases;
- Considerable knowledge of the *Local Government Act*, the *Community Charter* and related municipal legislation;
- Ability to review plans and apply provisions of regulations and bylaws;
- Ability to work on several projects or issues simultaneously;
- Ability to attend to details while keeping big-picture goals in mind; and,
- Ability to work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality and to organize and prioritize work to meet deadlines.

REQUIRED TRAINING, EDUCATION & EXPERIENCE

- A degree in Planning or working towards a degree in a planning related discipline (i.e. Geography, Urban Studies, etc.);
- Proficient in the use of computers and Microsoft software:
- Must have a valid B.C. Drivers License.
- Actively working toward membership status in PIBC and CIP.

A Masters degree from a PIBC or CIP accredited planning program is preferred.

Previous municipal planning experience would be an asset.

WORKING CONDITIONS

- Office environment
- Attendance at evening and weekend meetings in Tofino as well as further destinations
- Occasional site visits