



DISTRICT OF TOFINO

JOB DESCRIPTION

TITLE **Senior Planner**

RTC Submission May 8, 2018
Date:

DEPARTMENT **COMMUNITY SUSTAINABILITY**

File #: HR-02

JOB SUMMARY

Reporting to the Manager of Community Sustainability, the Senior Planner is responsible for taking the lead on major planning projects, future planning initiatives, and large development applications. The position requires creativity, and a proactive approach to identifying and managing a wide variety of planning related work. In addition, the Senior Planner is responsible for the day to day management, duties and work of the Planning department.

CORE COMPETENCIES

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

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews, evaluates, and processes complex development applications;
- Leads inter-departmental and inter-professional teams;
- Maintains close working relationships with community organizations, businesses, residents, property owners, and developers;
- Advises and negotiates with applicants;
- Prepares, maintains and manages land use bylaws;
- Conducts and prepares studies, reports, policies and plans;
- Supervises students, consultants, and administrative staff;
- Presents recommendation and reports to Council and other organizations;
- Staff liaison to various committees as assigned;
- Manages public consultation processes and events;
- Represents District at conferences, meetings, and other events; and,
- Attends public hearings and other meetings as required;

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Creative and practical;
- Strong effective communicator;
- Considerable knowledge of urban planning and a working knowledge of related municipal disciplines such as public works and engineering;

- Knowledge of where to find sources of information and external resources;
- Knowledge of the history, principles and practices of land use planning;
- 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;
- Thorough knowledge of the *Local Government Act*, the *Community Charter* and related municipal legislation;
- Ability to independently perform difficult technical research and prepare reports;
- Ability to supervise staff;
- Ability to organize and coordinate projects;
- Ability to accurately develop yearly and project based budgets
- Ability to act in a coordinating capacity within the District and other organizations or individuals;
- Ability to exercise considerable judgment and demonstrates professionalism, diplomacy, tact and discretion;
- Expert knowledge of the District's land use bylaws, policies, and plans; plus a broad knowledge of District programs and processes.
- Demonstrated experience in urban design and community planning and the ability to prepare design guidelines and policy documents and to produce and communicate with visual material are also required.

REQUIRED TRAINING, EDUCATION & EXPERIENCE

- A University Degree in Planning recognized by the Canadian Institute of Planners;
- Minimum of five years professional experience in the planning field in either municipal experience undertaking rezoning and development application review or private sector experience preparing rezoning and development applications, preferably supplemented by supervisory experience, or an equivalent combination of education and experience.
- Proficient in the use of computers and Microsoft software;
- Valid B.C. Drivers License; and,
- PIBC and/or CIP accreditation.

WORKING CONDITIONS

- Office environment
- Attendance at evening and weekend meetings in Tofino and elsewhere
- Occasional site visits