



## Regional District Okanagan-Similkameen

## POSITION DESCRIPTION

<b>TITLE:</b>	PLANNER I
<b>DEPARTMENT:</b>	PLANNING SERVICES
<b>ORGANIZATIONAL RELATIONSHIPS</b>	
<b>REPORTS TO:</b>	MANAGER OF PLANNING SERVICES
<b>SUPERVISES:</b>	N/A
<b>DATE EVALUATED BY JEP COMMITTEE:</b>	FEBRUARY 2019
<b>REVISION #:</b>	ORIGINAL

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### POSITION OVERVIEW

The incumbent, reporting to the Manager of Planning Services, will provide broad and diverse planning advice to internal and external clients, processes current planning applications and prepares land use reports, studies and bylaws.

### KEY RESPONSIBILITIES

- Coordinates current planning projects including project research, organization, facilitation, conducting public consultation, attending Committee meetings and public hearings and other Planner-related duties.
- Prepares planning reports on development applications as they relate to the official community plans, zoning bylaws, other regulatory bylaws, development permits, development variance permits, temporary use permits and other development proposals.
- Actively contributes to the development of land use plans, studies, and bylaws stemming from the implementation of the Regional Growth Strategy, Official Community Plans and the RDOS annual Business Plan.
- Prepares bylaw amendments, policies and procedures under the direction of the Manager of Planning.
- Creates written and presents oral reports to the Board, Area Planning Commissions and a variety of other stakeholders.
- Organizes and facilitates internal and external meetings including public engagement sessions, community events and public hearings.
- Provides interpretation of bylaws and policies for staff, the public, the Board of Directors and a variety of stakeholders.
- Liaises with various internal and external stakeholders in the researching and processing of development applications.
- Works with other departments on planning and development issues.
- Participates as a member of the Emergency Response Team, as required.
- Perform other related duties, as required.

## **QUALIFICATIONS**

- Post-secondary degree in planning, geography, environmental science, or a related field.
- A minimum of three (3) years of related experience.
- Eligibility for membership or candidate membership in the Planning Institute of British Columbia and the Canadian Institute of Planners is preferred.
- Knowledge of local land use planning policies and regulations, environmental legislations, and provincial and federal legislation related to planning.
- Knowledge of theoretical land use planning principles and possesses the ability to make land use decisions and recommendations.
- Sound knowledge of provincial, municipal and Regional District legislation as it relates to land use planning.
- Excellent organizational, written and verbal communication skills.
- Ability to interact with public groups and facilitate issue identification, issue resolution and consensus building.
- Ability to establish and maintain effective working relationship with the Board of Directors, Committees, and a variety of internal and external stakeholders.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel) and software used in Regional District operations. Experience with mapping software would be considered an asset.
- Ability to work evenings and weekends, as required.
- Ability to pass and maintain a criminal record check.
- Valid B.C. Driver's Licence.