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## **Planner – Temporary (1-2 year) Full-Time Job Description**

### **NATURE AND SCOPE OF WORK:**

Reporting to the Manager of Planning, the temporary Planner is responsible for assisting in the delivery of community planning, permitting, and development functions of the City of Duncan, which requires a degree of independence and sound professional judgement as well as participation in a multi-disciplinary team environment. The temporary Planner will be involved in the processing of a range of development applications from the initial enquiry stage through to approval; implementation of City plans and bylaws; and the review and update of bylaws, policies and procedures including the current Official Community Plan review project.

### **DUTIES AND RESPONSIBILITIES:**

- Along with the Planning Technician, acts as a primary point of contact for initial front counter, email and phone enquiries about the City's land use regulations and associated policies, development application requirements, and review of property files.
- Accepts and undertakes detailed technical, legal and policy reviews for applications, including Rezoning, Development Permit, Sign Permit, Development Variance Permit, Board of Variance, Subdivision, and Liquor Permit Applications.
- Prepares reports to Council and/or staff as a part of the processing of development applications and other planning initiatives.
- Assists with research, policy development, community engagement, and regulatory implementation in support of effective and sustainable long-range land use planning.
- Assists in developing, reviewing, maintaining, and updating various bylaws, policies, website content, guidance materials and internal procedures.
- Prepares background information and visual communication tools for reports on various planning matters.
- Conducts on-site inspections with regards to development, bylaw enforcement issues, and other projects as required.
- Completes or assists with the preparation of grant applications for City projects.
- Participates in Development Services meetings, and other inter-departmental meetings.
- Coordinating public hearings and other public meetings, including preparation of notices as required by applicable statutes, regulations, or bylaws.
- Acts as staff liaison for Council Committees if requested by the Manager of Planning.
- Performs other duties as required.
- Some evening meetings or weekend event attendance may be required.

### **EDUCATION & EXPERIENCE:**

- A graduate degree in community planning or an equivalent related discipline;
- A minimum of three years of related experience in local government land use planning and development, with preference given to BC experience;
- Membership, or eligibility for membership, in the Canadian Institute of Planners

- A strong working knowledge of BC legislation, regulations, legal frameworks, and procedures that regulate planning, development, and subdivision; and

**NECESSARY QUALIFICATIONS, SKILLS, & TECHNICAL KNOWLEDGE:**

- Demonstrated understanding of:
  - the various approaches and instruments used in small- and large-scale plan making and policy development, visions and outcomes; strategic information gathering and analysis; and obtaining input and approvals;
  - decision making and risk management with respect to planning and policy implementation;
  - basic practices of project management and ability to apply those techniques and tools to support and complete projects based on desired outcomes and targets;
  - emerging trends and issues that relate to planning and undertakes continuous professional learning.
- Ability to critically evaluate policies, and tools and strategies for implementation; assess environmental and sustainable development issues; community diversity and inclusiveness; integration of planning, servicing, finance, and development economics.
- Well versed in research techniques with excellent analytical skills; ability to access and use information and statistics.
- Excellent report writing skills and ability to communicate complex information in plain language.
- Ability to review and analyze development proposals, maps, legal agreements, and technical reports.
- Demonstrated ability to process development applications of all types independently.
- Technically competent, proficient in MS Office programs and creative design programs.
- Demonstrates attention to accuracy, completeness, and timeliness in tasks, approaching work in a disciplined and organized fashion.
- Demonstrates initiative without supervision or specific direction, completing tasks by removing barriers and locating necessary resources.
- Demonstrates ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
- Demonstrates high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
- Demonstrates ability to work cooperatively within a team and with stakeholders, as well as independently.