

# RDCO Job Description



**Position Title:** Planner

**Division:** Community Services

**Reports To:** Manager, Development Services

**Date:** April 11, 2023

## Job Purpose/Summary:

Under the supervision of the Manager, Development Services, the Planner is responsible for overseeing current planning initiatives and inquiries. The position is also responsible for assisting with other regional, electoral area and long range planning projects.

## Principal Accountabilities:

1. Coordinate and process current planning files in accordance with department priorities and the following land use plans and bylaws:
  - Regional Growth Strategy
  - Official Community Plans
  - Rural Land Use Bylaw
  - Zoning Bylaw
  - Development Applications Procedures Bylaw
2. Review, complete and evaluate development applications and outside agency referrals in accordance with pertinent policies and relevant bylaws.
3. With direction from the Manager, prepare for approval and present staff reports and applications to:
  - Regional Board
  - Committees and commissions
  - Community groups and the public
4. Track contracts with consultants to ensure projects are proceeding in a timely manner, on budget and according to Board policies.
5. Conduct research and provide professional advice and support to Advisory Planning Commissions on matters related to development proposals, provincial legislation, bylaws and Board policies.
6. Provide professional advice to the public, development community and external agencies on development proposals, provincial legislation, bylaws and Board policies.
7. Other duties as assigned.

## Reporting Relationships:

Direct reports:

## Knowledge, Skills & Experience:

### Training and Experience Required:

- Diploma in Planning or related field.
- Minimum of 5 years in a planning capacity, preferably with a Regional District.
- Member or eligibility for membership in the Canadian Institute of Planners and Planning Institute of BC.
- Valid BC Drivers Licence.

### Knowledge, Skills and Experience Required:

- Working knowledge of the Local Government Act and pertinent provincial and federal legislation.
- Strong Microsoft Office and ArcGIS software.
- Excellent communication, project management and customer service skills.

## Working Conditions:

- **Physical Effort:** Some hiking and carrying light equipment required when doing site inspections.
- **Physical Environment:** Office environment and field work.
- **Mental Stress:** Work is constantly scrutinized by the public, media and developers. Multiple priorities with tight deadlines.
- **Sensory Attention:** Sustained concentration levels. Tact and discretion. Assessment of large quantities of information.