

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Staff Job Description

Job Title: Planner **Date Prepared:** April 2021
Department: Planning
Reports to: Director of Planning

SUMMARY:

Under the direction of the Director of Planning, the Planner is responsible for the full range land use and parks planning activities undertaken by the Planning Department. This includes the preparation of various developments plan and site planning, application review, field work, data collection and analysis, research, report writing, and consultation (design professionals, development community, public, First Nations). The work includes providing information and assistance to the public and development community regarding land use and parks planning issues. The work involves the exercise of limited independent judgement in the undertaking of assigned tasks and undertaking of routine planning work.

DUTIES AND RESPONSIBILITIES:

1. Process the full range of land use applications including official community plan amendments, rezoning, temporary use permits, development variance permits, development permits, and agricultural land reserve applications.
2. Prepare reports on land use planning applications and park and trail planning projects, under the direction of the Director of Planning.
3. Analyse development proposals in terms of design, land use, impact and surrounding areas, traffic impact, provision of public utilities, general suitability for development, and undertake research in this regard.
4. Undertake research studies and special projects in relation to residential, commercial, industrial, park / trails recreation, environmental, and social planning issues.
5. Liaise with First Nations, other government agencies, and Departments regarding land use, parks and trails, and development projects and proposals.
6. Represent the Department as a resource person and / or recording secretary at public meetings, Advisory Planning commission meetings, etc.
7. Carry out site inspections related to land use applications, and park and trail projects.
8. Attend Board meetings to present information on planning matters, where required.
9. Interpret land use and development regulations for the public, development community, and building inspectors as required.
10. Provide property information to the public and assisting the public in understanding the range of local government and Provincial land use and development regulations that apply in the Regional District.
11. Assist the Director of Planning in the preparation of policies and bylaws relating to land use and regulations.

12. Participate in the review of Provincial land use initiatives.
13. Respond to referrals from various government agencies.
14. Provide direction to the Planning Technician, GIS Technician, Development Services Clerk, and summer students, as required, regarding day-to-day planning work of a routine nature well defined by precedent.
15. Perform other related duties.

KEY SKILLS AND ABILITIES

1. Computer literate with the ability to use land management systems and Microsoft Office Suite.
2. Maintain composure when dealing with difficult customers.
3. Good interpersonal skills including the ability to deal effectively and positively with Council members, the public, and colleagues, and other professionals.
4. Excellent and demonstrated written and oral communication skills including the ability to present complex planning information in a clear and succinct manner.
5. Organize work schedule to meet deadlines and priorities.
6. Ability to Interpret bylaws, maps, legal documents, land title information and relevant legislation.
7. Ability to interpret and apply Provincial and local government legislation relevant to land use and parks planning.
8. Knowledge of the current practices, principles, techniques and methods applicable to land use and parks planning.
9. Administer land use and development review and approval processes in an effective manner including communication with the public and development community.
10. Review and accurately interpret statistics, maps, architectural design and site plans, specifications, standards and regulations.

QUALIFICATIONS

1. Minimum of graduation from a post-secondary degree institution with a degree in Planning, or related discipline such a geography and a minimum of 2 years of land use or parks planning experience, preferably in a municipal government context.
2. An equivalent combination of education and experience.
3. Membership or eligibility for membership in the Canadian Institute of Planners (CIP).
4. Valid BC Drivers Licence (Class 5).