



## **CITY OF COLWOOD**

### **JOB DESCRIPTION**

**TITLE:** PLANNER 2 COMMUNITY PLANNING

**DEPARTMENT:** COMMUNITY PLANNING

**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION

**PAY GRADE:** PAY GRADE 16

**LAST UPDATED:** June 2023 (under review)

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

This is a full-time CUPE 374 union position reporting to the Director of Community Planning. This position involves professional and technical level duties, independence, and judgement, and requires intermediate planning experience of medium to high level of complexity and variety of planning related projects and programs.

The Community Planner 2 will be responsible for assisting the Director with managing projects and programs associated with the following principal functions of the Community Planning Department:

- Long Range Planning and Policy
- Heritage Planning
- Arts, Culture, and Recreation
- Environmental Sustainability
- Economic Development

### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Supports Director with the Official Community Plan (OCP) update process.
- Supports Director with comprehensive land use planning, subdivision, OCP, zoning and policy reviews and the preparation of reports for consideration and approval by senior management or Council.
- Supports Director with the development and implementation of area and neighborhood plans, and a wide range of long-range plans including zoning bylaw updates and other land use plans.
- Prepares and delivers presentations to senior management, Council, City committees, community groups and the general public on planning issues, initiatives and projects.
- Undertakes research projects and analysis and prepares comprehensive planning reports for submission to senior management and Council.
- Conducts and facilitates public consultation meetings and workshops using a variety of forums and methods.

- Attends and represents the Community Planning Department at Council, Public Hearings, advisory committees, community planning meetings and events as directed.
- Responds to public enquiries; consults with and provides technical planning advice and recommendations to other departments, the general public, and external organizations and agencies.
- Works collaboratively with the Development Services Department and other City departments, community stakeholders, local governments, agencies, consultants, contractors, developers, and the public to achieve community planning related objectives.
- Must establish and maintain effective working relationships with municipal officials and City employees, and to meet with and successfully serve the public on an ongoing basis.
- Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.
- The above generally describes the responsibilities involved with the position, however, is not intended to be an exhaustive list; the incumbent will perform other duties as assigned from time to time.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of Post-secondary college/university degree in Planning, Geography Environmental Science, Resource Management, or other related degree program. A Masters Degree in Planning is considered an asset to this position.
- 5 years of professional experience in a local government setting in British Columbia. An equivalent combination of education and experience may be considered.
- Certified Member (RPP) is preferred or eligibility for membership with the Canadian Institute of Planners and Planning Institute of British Columbia.
- A valid Class 5 BC Driver's License is an asset.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to function efficiently, effectively, and economically with little direction to establish and maintain effective working relationships with volunteers, municipal officials, and other employees, to meet and successfully serve the public on a continuing basis.
- Excellent written communication skills including the ability to prepare professional reports with limited supervision.
- Working knowledge of the Community Charter and the Local Government Act as they relate to Community Planning.
- High attention to detail with strong communication skills, public relations skills, and practical problem-solving ability.
- Knowledge and experience in the principle functions of the Community Planning Department are an asset.

- Innovation and creativity in building strong relationships with local stakeholders, City staff, community, and partner agencies.
- Be knowledgeable and up to date with respect to planning techniques, legislation, and case law involved in the operation of a Municipal Government office.
- Ability to maintain the confidentiality of matters as required.
- Drafting and applying policies, bylaws, regulations, agreements, and procedures applicable to community planning.
- Knowledge of research and data collection methodologies.
- The ability to exercise courtesy, tact, and diplomacy in the exchange of information with internal team members and external contacts.
- The ability to perform well under pressure while dealing with contentious matters.
- Demonstrate understanding and application of the following competencies:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - Effective Communication: Communicates effectively with others.
  - Problem Solving: Recognizes and acts to resolve problems.
  - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - Customer Focus: Provides excellent service to both internal and external customers.