



Town of View Royal

JOB DESCRIPTION

COMMUNITY PLANNER

Reports To: Director of Development Services

General Summary:

Under the general supervision of the Director of Development Services, the Community Planner coordinates the development of current and long-range planning projects, processes development applications, and participates in other planning-related duties.

Duties and Responsibilities:

The Community Planner:

1. Coordinates evaluation, research and development of community planning policy and regulation;
2. Processes development and land use applications including bylaw amendments, various permits and Board of Variance applications;
3. Attends the Board of Variance meetings, Advisory Committee meetings, Council meetings, and public engagement events as needed;
4. Prepares reports and makes recommendations on community engagement processes, planning policies, development applications, building permit issues and bylaws;
5. Reviews building permit plans for compliance with zoning, development permit and development variance permit requirements;
6. Works closely with consultants and community stakeholders in support of Official Community Plan implementation, policy development, and growth management objectives;
7. Writes and presents technical reports, working papers, bylaws, and correspondence on planning-related matters;
8. Assists with grant writing for projects related to planning and other areas;
9. Maintains and produces in-house publications, graphics, signs, civic addresses, and data analytics;
10. Provides information and advice on zoning and development issues, policy topics, local area and official community plans and interpretation of zoning bylaws to other departments;
11. Provides excellent internal and external customer service including handling of inquiries, complaints, and providing information;

12. Exercises courtesy and tact with the public, elected officials, co-workers, and other government employees;
13. May be requested to substitute in a more senior position.

Knowledge Skills and Abilities:

1. Proficiency with Office 365, MS Teams, Word, Excel, and PowerPoint, and have familiarity with ArcGIS;
2. Read and interpret building and construction plans and drawings;
3. Excellent public presentation skills;
4. Ability to effectively prioritize varied workload;
5. Strong organizational skills;
6. Excellent interpersonal, written and verbal communication skills;
7. A comprehensive knowledge of the regulations, legislation and legal frameworks that regulate development in British Columbia;
8. Ability to work on several projects simultaneously;
9. Conflict resolution skills and negotiation skills;
10. Able to work with minimal supervision, an independent self-starter;
11. A practical knowledge of sustainable development principles and project management.

Qualifications:

1. A degree in Planning or related discipline, preferably at the Master's level;
2. At least four years of related experience; or a combination of experience and education commensurate with the position;
3. Membership or eligibility for membership in the Canadian Institute of Planners;
4. A valid B.C. Driver's Licence.

This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.