

## Job Details

<b>Job Title</b>	Planner 2
<b>Department</b>	Planning and Development
<b>Classification</b>	Union – CUPE Local 118
<b>Date of Last Revision</b>	October 2024

## Job Description

### Summary

Reporting to the General Manager of Planning and Development and Manager of Planning, the Planner 2 provides land use planning advice to the Board of Directors, Advisory Planning Commissions, senior staff and the public. This position will provide direction to the Planner 1, Planning Technician, Bylaw Enforcement Officer and Planning Assistant where required. The position works collectively with all employees of the Alberni-Clayoquot Regional District (ACRD) to ensure the delivery of efficient, quality services.

### Duties and Responsibilities

#### *General Duties*

- Deal with the public about inquiries about programs
- Respond to public requests for service
- Prepare correspondence, reports and memoranda as required
- Liaise with internal and external contacts.
- Other duties as assigned

#### *Planning*

- Oversees and administers daily processing of planning applications including
  - Researching and writing planning reports for rezoning, development variance, development permits, community plan amendments applications under the BC Agricultural Land Commission Act and Soil Conservation Act, crown land referrals, subdivision referrals and other miscellaneous referrals
  - Drafting bylaw amendments
  - Referring applications other government agencies and the solicitor, where necessary
  - Setting up and running public hearings
- Handles all aspects of community plan preparation, including research, report writing, bylaw preparation, public participation, liaison with advisory planning commissions and other government agencies
- Research and advise the Board on other planning related issues
- Site Inspections

- Review building permits for compliance with zoning requirements
- Responsible for overseeing ACRD sustainability initiatives, including overseeing agricultural planning and agricultural support initiatives and all aspects of climate action planning and implementation.
- Climate action plan implementation will include overall responsibility for project management, including installation of physical assets related to the ACRD climate action plan. (for example installation of electric vehicle charging stations)

#### *Committees*

- Attend Advisory Planning Committee meetings
- Represent the Planning Department as required on inter-agency committees dealing with resource and land use planning issues
- Attend Board meetings as required

#### **Supervision**

*Immediate Supervisor* – General Manager of Planning and Development

*Indirect Reports to this position* –Planner 1, Planning Technician, Bylaw Enforcement Officer, Planning Assistant and GIS Analyst

*This position is responsible for the following:*

- Provide guidance, instruction and direction to others
- Review work for quantity and accuracy
- Train and develop others

#### **Authority and Decision Making**

##### *Problem solving*

- Requirements specific to the technical details of development applications, land use and planning
- Can rely on previous experience to deal with issues pertaining to the applications

##### *Job task planning*

- Significant variety in work activities with no set structure or routine; different work plan required each day
- Has wide scope to determine order or tasks within constraints of an overall framework, a trade practice or professional standards for doing a job or a project work plan
- Work priorities are set by the worker, subject to confirmation or approval by superiors
- Disruptions occur but can return to work plan after disruption, no new work plan is required
- Some coordination of work plan with the work plans of others.

- Several sources of work assignments with possibility that there may be competing or conflicting demands on time; however, there established criteria or procedures for deciding between assignments
- Sequences multiple tasks for efficiency

#### *Decision Making*

- Errors have some minor consequences, e.g., some loss of money or time, but can be rectified with some minor work plan, inconvenience or costs
- Decisions can be reversed with some inconvenience or difficulty; decision is reversible, but options are reduced
- All information relevant to the decision is known
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation
- Similar or past decisions that apply directly and are available are used to make decisions
- Need to consider several well-defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge

#### *Budgetary Authority*

- Subject to ACRD Policy

#### **Coverage for this Position**

- Covers this position –Planner 1
- Covers for this position – Manager of Planning and Development
- Covers for this position – GIS Analyst

#### **Job Specifications**

##### **Education/Training**

- Completion of Grade 12
- Post-secondary degree in land use planning or related field
- Valid BC Drivers License

##### **Experience**

- Minimum of 2 years of experience as a regional planner, with a regional district or similar organization, OR
- Equivalent combination of education and experience
- Previous, general experience working in local government would be an asset

##### **Occupational Certificates, Licenses, Professional Designations or Registrations**

- Eligibility for membership with the Planning Institute of BC and the Canadian Institute of Planning

## Knowledge

Considerable	<ul style="list-style-type: none"><li>• Local government operations</li></ul>
Extensive	<ul style="list-style-type: none"><li>• Land use and planning principles, theories and tasks</li><li>• Applicable Provincial and Federal statutes, legislation and regulations.</li></ul>

## Skills and Abilities

### *Abilities*

- Understand and interpret legislation, bylaws, and other agency requirements
- Understand and follow oral and written instructions
- Speak in public to various audiences
- Establish and maintain working relationships with internal and external contacts
- Work with minimal supervision
- Apply the ACRD bylaws, policies and procedures as they pertain to the programs and services
- Understand and interpret blueprint, scaling plans and drawings

### *Literacy and Communication Skills*

- Reading Complexity and Comprehension— read and understand material such as very specialized documents and technical manuals, interpret dense and complex texts, make high level inferences and use specialized knowledge
- Writing – standard memos, letters or detail forms, progress reports, procedures, non-standards letters, reports to the Board , specialized or technical reports, taking minutes
- Mathematical – basic operations such as adding, subtracting, multiplying and dividing, calculation of percentages, ratios or averages

### *Computer Skills – the following types of programs*

- Communication software such as emails, calendars and contract lists
- Word processing programs
- Spreadsheets
- Graphics software
- AutoCAD, would be an asset
- Database software

### *Interpersonal Skills*

- Explain and exchange information with applicants, business representatives, contractors, suppliers, elected officials, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers
- Handle complaints from applicants, the public

- Problem solving for applicants, business representatives, elected officials, employees within the organization, professionals, and salespersons
- Interpret or resolve conflicts for applicants, contractors, suppliers, the public, professionals, representatives of other governments or organizations, salespersons, volunteers
- Teach or train elected officials, employees within the organization, volunteers
- Counsel or advise applicants, business representatives, the public, salespersons, volunteers
- Mediate or negotiate with the public