
**PLANNER II
(Long Range Planning)****Approval Date:** April 2024**Department:** Long Range Planning☐ IAFF☒ CUPE☐ Management**Title of Management Supervisor:** Long Range Planning Manager**General Accountability:****Purpose and Scope**

Reporting to the Long Range Planning Manager, the Planner II performs a wide range of professional planning duties. The position involves specialized knowledge and the application of social, economic, and environmental information to studies, reports, and policy development connected with the land use and long-term growth and development of the city. The work involves research, analysis and development of long range plans and policies, public presentations and the provision of technical advice to internal and external stakeholders.

The incumbent is an excellent communicator who exercises considerable independent judgment in planning and carrying out assignments, requiring the ability to meet deadlines and set priorities, and implement sound administrative and professional practices.

Nature and Scope of Work

- Acts as a project manager for long range planning and sustainability projects and performs planning, review, research and follow-up of special projects as required.
- Conducts studies on a wide variety of land use, urban growth, environmental sustainability and community livability trends, opportunities and initiatives.
- Liaises with community stakeholders, other departments, citizens' groups and standing committees.
- Prepares comprehensive planning reports, recommendations and policy proposals for submission to managers, Council and various committees.
- Drafts bylaws, amendments and consolidations to address the changing needs of the City.
- Provides technical information, advice and assistance to other departments, external stakeholders, government agencies and the general public in a manner that is tactful, clear, concise and professional.
- Conducts and facilitates public engagement using a variety of forums and methods.
- Prepares graphic and other material for presentation at meetings such as public hearings and public information meetings.
- Reviews, revises and develops long range plans and policies as required.
- Prepares and maintains records, statistics, reports and correspondence, including word processing and data entry into the municipal database, and responds to internal and external inquiries.
- Attends various internal and external meetings in a professional planning capacity to provide professional expertise and receive public input.
- As required, attends and/or prepares and presents planning projects to Council and/or various committee meetings.
- Provides direction to technical and clerical support staff as required.
- Performs other related duties as required.

Necessary Qualifications**Knowledge:**

- Considerable knowledge of the principles, practices and objectives of long range and current planning, sustainability and climate change.
- Considerable knowledge of statutory requirements, bylaws, and regulations applicable to municipal planning.
- Knowledge of economics and standard statistical techniques and research methods as applied to community planning at the local government level.
- Considerable knowledge of trends and developments in community planning.
- Working knowledge of computer applications and software related to the work.
- Basic knowledge of WorkSafeBC regulations, safe work practices, and emergency management principles.

Skills:

- Strong interpersonal, written and presentation skills.
- Strong analytical, problem solving and decision making skills.
- Strong facilitation, consensus building and negotiation skills.
- Effective conflict resolution skills.
- Excellent organizational, time management and project management skills.
- Excellent attention to detail.
- Proficient in relevant computer applications and software.

Abilities:

- Demonstrated ability to communicate complex information to community members who may not be familiar with the topic.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate tactfully and effectively, both verbally and in writing.
- Ability to represent the City in a professional manner, and negotiate effectively with other agencies, the business and development community, and the public.
- Ability to assess the impact of long range policies upon the City, relate proposed long range policies and plans to existing bylaws, and draft amendments to the bylaws suitable to the needs of the community as established by Council.
- Ability to establish priorities and schedule workload to meet deadlines.
- Ability to work well with minimal supervision in a team environment.
- Ability to facilitate public meetings and make presentations to Council.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education:

- Undergraduate Degree from a recognized institution in Community, Urban or Regional Planning, or an equivalent discipline related to Planning.

Training:

- Member in good standing with the Planning Institute of British Columbia (PIBC) and actively pursuing full membership as a certified Registered Professional Planner (RPP).
- Must possess and maintain a valid Class 5 driver's license, and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Minimum of four (4) years of progressive planning experience within the last seven (7) years, in community or regional planning, preferably at the local government level.

Preferred Criteria (External Postings):

- Certified member (RPP) with the Planning Institute of British Columbia (PIBC) or equivalent affiliate.

Unusual Working Conditions:

- May be required to attend evening and weekend meetings.