



CURRENT PLANNER
(Exempt)
Job Description Under Review

Competition #: 08-COV-21

Closing Date: February 7, 2021

If you've heard of the Okanagan, you know how beautiful it is. Four seasons, year round outdoor adventure and a rich agricultural bounty are just some of our charms. The City of Vernon is seeking a highly motivated and experienced professional to join the Community Infrastructure and Development Services team. Vernon is a growing, evolving city and our team is dedicated to making it the greatest place in the world. If you are skilled, talented and want to make a difference, we want to hear from you. The City of Vernon offers a competitive compensation package, including enrollment in the Municipal Pension Plan.

Reporting to the Manager of Current Planning, the Current Planner provides planning services including all manner of development applications. The Current Planner serves as the primary contact and file manager for most development applications.

Duties Include:

- Performs specialized professional level planning work in the processing of development applications, including all manner of residential, commercial and industrial development applications and policy development.
- Responds to enquiries and provides information, explains policy and interprets related bylaws to builders, developers, government agencies, consultants and the public, and liaises with various internal and external departments, agencies and groups concerning development policies and land use control.
- Coordinates the preparation and execution of restrictive covenants, statutory rights-of-way, easements and development agreements related to zoning and subdivision matters.
- Carries out on-site inspections relating to development applications and assigned projects.
- Acts as the Current Planning representative on committees and Committees of Council, as directed, including the Advisory Planning Committee, Development Review Group, Board of Variance and others, as required.
- Participates in the development of administrative and technical systems, methods, and procedures utilized in the Division.
- Writes reports and bylaws related to development applications, land use, development and subdivision matters, development guidelines and associated information materials, including presentation to Council and Public Hearings, as required.
- Implements and interprets bylaws and plans.

- Coordinates Public Hearings and information meetings, as required.
- Liaises with School District, Agricultural Land Commission, Okanagan Indian Band, Ministry of Transportation and Infrastructure and other provincial ministries, Regional District of North Okanagan, adjacent jurisdictions and other agency staff, as required.
- Performs research related to land use, zoning, subdivision design control, economics, demographics, urban development, parks and recreation, public services, utilities, environmental and social matters.
- Coordinates the operation of a Technical Steering Committee for major development applications, as required.
- Shall perform related work and duties, as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- This position may perform the role of Planning Function Alternate as assigned by the City, for the assistance and coordination of the Emergency Operation Committee.

Required Education and Experience:

- Thorough knowledge of the principles, practices, methods, techniques and objectives of urban planning evidenced by completion of a Master's Degree in Urban Planning or related field.
- Minimum 8 years progressively responsible current planning experience.
- Extensive experience in the processing of development permits, variance permits, rezoning, subdivision and other development applications.
- Eligible for membership in the Canadian Institute of Planners.
- BC Driver's Licence Class 5.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the methodologies utilized to prepare, update and utilize zoning bylaws, land use plans and studies, including accepted statistical and research techniques.
- Thorough knowledge of local government, provincial, and federal legislation and regulatory requirements related to planning.
- Considerable knowledge of engineering, transportation, economics, municipal finances and sociology, as applied to urban planning.
- Demonstrated exceptional customer service skills.
- Must have an extensive working knowledge of all requirements, tools, instruments and mechanisms associated with and available to municipal planning in BC.
- Thorough knowledge of and ability to use Microsoft Office programs.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!