



## REGIONAL DISTRICT OF EAST KOOTENAY JOB DESCRIPTION

**JOB TITLE** Planner 2

### **JOB FUNCTION**

Under the supervision of the Development Services Manager, the Planner 2 performs professional work on current and long-range planning projects, strategic priority projects and provides guidance to technical planning staff.

### **KEY DUTIES**

**Undertakes community and regional planning projects and studies** by designing, managing and implementing planning processes from Board authorization to completion including communications and engagement; responding to public, director and media inquiries; facilitating meetings and workshops; drafting reports, plans and bylaws; and making recommendations to the Board and management. 45%

**Participates in current planning projects and manages other projects** by assisting with complex development applications; participating on external committees and preparing associated reports and recommendations for the Board and management. 20%

**Manages consultant-led projects** by preparing Request for Proposals; selecting consultants; conducting contract negotiations; managing contracts; directing work of contractors or consultants; managing public and media inquiries; reviewing and providing guidance on contract deliverables; and preparing reports and making recommendations to the Board and management. 15%

**Acts as a professional resource to external and internal clients** by providing advice on the interpretation of bylaws and legislation. 10%

**Provides guidance and advice** to technical and clerical staff. 5%

**Performs other related duties** which may include relieving other positions within the department during absences and heavy workloads, and may be required to participate in emergency operations activities involving irregular hours and conditions. 5%

### **KEY SKILLS AND ABILITIES**

- Computer literate with experience in land management systems and Microsoft Office Suite.
- Engage with fellow employees, the public and outside agencies in a courteous manner.
- Establish and maintain effective working relationships.
- Explain complex technical concepts and plans to non-technical people.
- Maintain composure and find solutions when dealing with difficult customers.
- Organize work schedule to meet deadlines and priorities.
- Presentation skills.

- Read and interpret bylaws, maps, legal documents, land title information and relevant legislation.
- Understand and apply methods of land use planning.
- Work safely.

## **QUALIFICATIONS**

### **Education, Training and Occupational Certifications:**

- Planning undergraduate degree.
- BC Driver's Licence.

## **EXPERIENCE**

- Five years experience which includes membership or candidate status in Planning Institute of BC.