



## PLANNER 2

### FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, Planner 2 is responsible for the efficient processing of land use development proposals within the rural area of the Regional District. The Land Use Planner will perform various tasks including research, analysis, reporting and preliminary drafting and graphics for rural official community plans and zoning by-laws, A.L.R. applications and development proposals.

### DUTIES

- Produce reports and documentation for Agricultural Land Reserve proposals, for submission to the Agricultural Land Commission.
- Process response to referrals from outside agencies, pertaining to land use issues.
- Produce reports and documentation for Official Community Plan and Zoning By-law amendment applications, and other PRRD development applications, for submission to the Regional Board.
- Conduct site inspections for A.L.R. and development applications.
- Draft amendments to O.C.P. and Zoning By-laws.
- Responsible for co-ordinating and conducting public meetings, public hearings and public notifications, co-ordinates staff and director's attendance to and records minutes for Public Hearings or Public meetings as related to Development Service functions.
- Prepare agenda material for Regional Board review as related to Development Service department.
- Process Development Permit applications and issues related permits.
- Respond to public inquiries and complaints and ensures that appropriate follow up action is taken either by letter or phone call.
- Attend inter-governmental agency meetings as related to Land Use issues. Prepare summary/briefing notes as requested.
- Respond to special reports from varying Government Agencies, i.e. Watershed Studies, Integrated Forestry Plans, Commercial Back County Recreation on Crown Lands in B.C. Prepare summary/briefing notes as requested.
- Conduct B.C. Online inquiries by computer.
- Maintain a data base for A.L.R., Inter-agency referrals and PRRD development applications.
- Filing and maintaining Development Service Department, files.
- Prepare mapping and graphics as required for related reports, and as requested. Coordinate with mapping section to obtain complex mapping as required.
- Perform own word processing and data base work on computer.
- Prepare correspondence and reports for the Regional Board as required in the carrying out of various duties.
- Emergency Operations support as assigned.
- Assist with various planning research and bylaw development.

### QUALIFICATIONS/EXPERIENCE

- Post-secondary degree in planning or a related discipline and two (2) years' land-use experience.
- Eligibility for Planning Institute of B.C. (PIBC) membership is desirable.
- Effective communication and inter-personal skills, using written and oral presentations.
- Expertise in and knowledge of inter-agency liaisons including provincial, municipal and regional districts.
- Word processing, data base and BC Online computer experience is an asset.



- General introductory knowledge of geographic information systems (GIS).
- Ability to read and interpret air-photo and thematic mapping.
- Ability to use standard office computer software.
- A valid Class 5 Drivers' Licence must be maintained.

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*The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position*