



## District of Vanderhoof Planner

The District of Vanderhoof is currently recruiting a regular full-time **Planner** to join our municipal team. Reporting to the CAO, the ideal candidate in this **new** position will be responsible for land use planning matters within the District. In your role as Planner you will coordinate input from other District staff and external agencies and consult with landowners, developers, architects, engineers and lawyers on land use initiatives. You will also respond to public enquiries, make public presentations, and have a proven ability to prepare bylaws, policies, reports and other materials relating to land use planning matters. Excellent verbal and communication skills, the ability to work independently and establish effective working relationships with other employees, consultants and the general public are keys to the success of this position.

As the ideal candidate, you will have a degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners and a minimum of two years of work experience in a similar planning position. You will also meet eligibility requirements to be a member of the Planning Institute of BC and possess a valid Class 5 BC Driver's License.

With a population of 4,440 residents, Vanderhoof sits at the geographical centre of British Columbia on a plateau along the Nechako River Valley. Located 100 km west of Prince George, Vanderhoof's distance from mountains enables people to enjoy a wide expanse of sky with spectacular sunsets and four distinct seasons. Endless recreational opportunities include golf, yoga, snowmobiling, cross country skiing, hiking/walking trails, curling, hockey, speed skating and figure skating at the local arena, swimming at the new indoor pool (opening in December 2018), and a local gym. Vanderhoof has a vibrant arts community, excellent schools, a library, a college, and a hospital with full medical facilities.

The District offers a competitive salary commensurate with knowledge and experience, including a comprehensive benefit package and relocation assistance. A complete job description is available on the District's website at [www.district.vanderhoof.ca](http://www.district.vanderhoof.ca).

The District of Vanderhoof thanks all applicants for their interest in this position, however only candidates selected for position interviews will be contacted.

Applications containing a cover letter, a detailed resume of qualifications and experience, three references, a Driver's Abstract, and a Criminal Records Check will be received until **4:30 p.m. on Friday, November 23, 2018** by Interim CAO Isabell Hadford, [cao@district.vanderhoof.ca](mailto:cao@district.vanderhoof.ca) or by mail at Box 900, Vanderhoof, BC V0J 3A0.



# DISTRICT OF VANDERHOOF

## Job Description - Planner

### Overview

Reporting to the Chief Administrative Officer (CAO), the Planner is responsible for planning and land use management, application review, and related matters within the District of Vanderhoof.

### Authority

Working with District staff, the Planner is responsible for the day-to-day provision of planning and land use management services.

### Duties

Working together with the Approving Officer, the Planner:

- coordinates and administers the District's land use and development approval processes for a wide range of applications, including amendments to the Official Community Plan and Zoning Bylaw, the Subdivision Servicing Bylaw and other applicable regulations;
- reviews all applications in accordance with regulations set out in the *Land Title Act*, the *Local Government Act*, other Provincial regulations, and District bylaws/policies; and
- ensures that applications and issues within the scope of the position are processed/resolved in an effective and efficient manner.

The Planner:

- coordinates input from other District staff and external agencies, negotiates with applicants and agents including landowners, developers, architects, engineers, lawyers and others, prepares reports to the CAO and/or District Council, enforces District bylaws and policies where necessary, and prepares new policies/regulations where appropriate and/or desirable;
- will respond to issues and inquiries from outside sources and members of the public relating to development proposals/applications, signage and parking issues, and other enforcement matters;
- will monitor changes in legislation, emerging issues and trends and provide the CAO and/or Council with advice relative to the potential impact to the District;
- is responsible for ensuring that the District's development approval processes, policies, and bylaws are regularly updated and revised in accordance with changes in statutory authority, Council policy and direction, and changing community needs;

- may be required to work with external consultants for major planning and servicing studies, including establishing the terms of reference for those studies, determining and administering the necessary budget, choosing a consultant in accordance with District policy, supervising the work, and ensuring that deliverables received are satisfactory and on time;
- will attend Council meetings and other meetings as designated by the CAO; and
- will represent the District at conferences, workshops and meetings as directed by the CAO.

### **Required Skills, Abilities & Knowledge**

The Planner:

- has the ability to deal tactfully, efficiently, and effectively with staff, elected officials, government representatives, consultants, other agencies, and the general public;
- has exceptional interpersonal skills, written and verbal communication skills, effective facilitation, negotiation and conflict resolution skills;
- has substantial commitment to, and thorough knowledge of planning principles, legislation and practice, real estate and land development principles, and other related municipal legislation and laws; and
- is willing to take on the many varied challenges and exhibit the creativity and flexibility to achieve results in a small community.

### **Qualifications**

The Planner has:

- a minimum of two years' experience working in a municipal planning environment,
- a degree in land use, environmental or regional planning recognized by the Canadian Institute of Planners,
- membership in the Planning Institute of BC,
- a valid, current Class 5 BC Driver's License,
- has a clean Driver's Abstract, and
- no reviewable offences are found during a Criminal Records Review.