

Employment Opportunity

Strategic & Community Development

Temporary Full Time Position – External Posting

Competition 2019-026

PLANNING TECHNICIAN

The Regional District of Nanaimo has a temporary employment opportunity for a Planning Technician in the Strategic and Community Development Department.

Reporting to the Manager of Current Planning, the Planning Technician will be responsible for responding to public inquiries regarding various planning issues; gathering, analyzing and reporting on land use planning criteria, technical planning information and statistical data.

Qualifications for this position include a degree in planning, or related field, plus two (2) years prior job related experience in a local government setting, or an equivalent combination of training and experience. The successful applicant will possess strong interpersonal, report writing and conflict resolution skills; will be comfortable speaking at public events; and proficient at word processing and other basic computer applications.

This is a temporary full time Union position (35 hours per week), for up to one (1) year with the possibility of ending early or of extension, depending on the operational needs of the department. The (2019) rate of pay for this position is \$34.57 to \$36.39 per hour plus 12.4% in lieu of benefits including vacation and statutory holidays.

Qualified applicants should submit a cover letter and résumé clearly outlining their education, experience and qualifications as it relates to this position.

Please quote **competition 2019-026** and submit via email to rdncareers@rdn.bc.ca or fax to 250-390-4163. Applications can also be sent to the attention of Human Resources at Main Reception Administrative Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2.

Applications will be accepted until 4:00 pm, on April 2, 2019.

Thank you for your interest in this position - only those under consideration will be contacted.

JOB DESCRIPTION

JOB SUMMARY

The Planning Technician contributes to the effective operation of the Planning Department by responding to public inquiries regarding planning issues and by gathering, analyzing, and reporting on land use planning criteria, technical planning information and statistical data. This position provides support to the Planning Department to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responds to inquiries from the public, other departments, and various levels of government regarding planning bylaws, Agricultural Land Reserve (ALR), parks, and general land use issues.
- Responds to inquiries and information requests regarding applications including amendments to zoning/official community plans, development permits, development variance permits, Board of Variance, subdivisions and statistics; and provides information regarding procedures for applications.
- Analyses and prepares reports, including making recommendations to the Board, on a variety of development applications based on current zoning criteria, including development permits, development variance permits, frontage relaxations, and ALR applications.
- Researches and prepares background technical reports for official community plans and other land use issues.
- Assists planners in gathering and analyzing technical planning information, attending public meetings, report writing, researching and analyzing statistical data.
- Coordinates notification requirements as required under the *Local Government Act*.
- Assists in the review and preparation bylaw amendments.
- Monitors the completion of terms and regulations of permits and performs field inspections.
- Attends and acts as recording secretary at public meetings.
- Performs other related duties, as required.

JOB QUALIFICATIONS**Education/Experience**

Degree in planning or related field plus 2 years prior job related experience in a local government setting, or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's License
- General knowledge of and ability to interpret bylaws and provincial/federal legislation including the *Local Government Act* and *Strata Property Act*.

- Understanding of professional responsibility and conduct.
- Working knowledge of site design and mapping.
- Technical knowledge of mapping and aerial photo interpretation.
- Proficient in word processing, spreadsheets and data base computer applications.
- Excellent written and verbal communication with an ability to produce clear and concise reports, correspondence and recommendations.
- Ability to work independently as well as a member of a team.
- Strong interpersonal communication skills, sound judgement and quick interpretation skills in dealing with the public.

Reporting Relationship

Reports to the Manager, Current Planning.