



# PLANNERS

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

## What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a city who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

## Summarized Position Responsibilities:

The City has positions available within either the current (development) or long-range (policy) planning units.

The development-focused planning staff will support the Planning and Development team in managing various land use applications in a high-growth, fast-paced environment. These positions are responsible for development applications such as Official Community Plan and Zoning Bylaw amendments, Comprehensive Development Plans, Development Permits (residential, industrial, and commercial), agricultural applications and subdivisions.

Policy planning staff will implement the city's vision in preparing land use bylaws, policies, and key housing initiatives while ensuring compliance with applicable legislation. These positions will draft RFPs, administer and project manage consultant-led projects, as well as lead various in-house policy planning projects. The Long Range planning team provides recommendations in the development of policy through the assembly, analysis, and interpretation of statistical, demographic, environmental, and other relevant data.

## Our Ideal Candidate:

- Bachelors degree in a planning related field, or equivalent combination of education and experience
- Eligible for membership in the Planning Institute of British Columbia or the Canadian Institute of Planners
- Valid Class 5 B.C. Drivers License
- Knowledge of local land use policies and regulations, environmental legislation, provincial and federal legislation related to planning, land-use planning, environmental information, as well as techniques of analysis and synthesis of information
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint) and operating knowledge of Geographic Information Mapping Systems (GIS), basic graphic and mapping skills
- Strong customer service skills, excellent communication skills – verbal and written; the ability to exercise courtesy, tact and diplomacy in the exchange of information with employees and external contacts
- High attention to detail with superior report writing capability, public presentation experience

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 24-47, Closes September 30, 2024**

**Full Time – Permanent | 35 hrs/wk | \$41.38 – 49.30/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**