

Senior Planner (Exempt)

Job Requisition	JR-2024-285 Senior Planner (Exempt) (Open)
Job Family	Exempt
Start Date	2024-11-13
End Date	2024-12-13
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Senior-Planner--Exempt-_JR-2024-285
Description	Closing Date: Dec 13, 2024

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$99,151.27 - \$116,648.55

Reporting to the Manager, Current Planning, this position requires advanced professional planning experience to process large-scale development applications with high complexity. A Senior Planner writes and presents reports to Council and Committees, negotiates interdepartmentally and with external agencies, provides customer service to the general public, mentors junior staff, supports senior management while receiving general supervision.

Duties Include:

- Performs advanced professional level planning work in the processing of development applications and policy development.
- Responds to enquiries and provides information, explains policy and interprets related bylaws to builders, developers, government agencies, consultants and the public, and liaises with various internal and external departments, agencies and groups concerning development policies and land use control.
- Coordinates the preparation and execution of restrictive covenants, statutory rights-of-way, easements and development agreements related to zoning and subdivision matters.
- Conducts field inspections to gather data relevant to development review process and performs landscape inspections and site review of as-built projects.
- Reviews and interprets development plans to identify compliance and non-compliance aspects of an application compared to regulations, policies, bylaws and legislation.
- Prepares and presents reports to Council and Committees with respect to development applications, procedural amendments and policy review.
- Participates in the development of administrative and technical systems, methods, and procedures utilized in the Division.
- Liaises with School District, Agricultural Land Commission, Ministry of Transportation and Infrastructure and other provincial ministries and adjacent jurisdictions and other agency staff, as required.
- Conducts research related to land use, zoning, subdivision design control, economics, demographics, urban development, parks and recreation, public services, utilities, environmental and social matters.
- Mentors junior planners within the department.
- Shall perform related work and duties, as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of a professional planning degree recognized by the Canadian Institute of Planners or equivalent.
- Minimum five (5) years progressively responsible planning experience.
- Extensive experience in customer service and negotiation.
- Membership in the Canadian Institute of Planners.
- BC Driver's Licence Class 5.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the methodologies utilized to prepare, update and utilize zoning bylaws, land use plans and studies, including accepted statistical and research techniques.
- Thorough knowledge of local government, provincial, and federal legislation and regulatory requirements related to planning.
- Considerable knowledge of engineering, transportation, economics, municipal finances and sociology, as applied to urban planning.
- Demonstrated exceptional customer service skills.
- Must have an extensive working knowledge of all requirements, tools, instruments and mechanisms associated with and available to municipal planning in BC.
- Thorough knowledge of and ability to use Microsoft Office programs.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Current Planning