



# PLANNER I – TERM

## Maternity Leave Coverage Up to 18 months

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 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

### Summarized Position Responsibilities:

Help shape the future of West Kelowna by working on exciting new developments! We have a Planner I – Term (18 months) position available, which will focus on reviewing entry-level land use applications such as development permits, variances, and zoning bylaw amendments to ensure compliance with City regulations and relevant legislation. Our ideal candidate is someone who is excited at the prospect of learning how to process development applications, enjoys working with the public and is eager to help shape the City's future growth.

As a Planner I, you will analyze development proposals in line with municipal and provincial policies and make recommendations on various land use initiatives. Consultation with applicants, agencies, and committees, as well as report preparation and presentations at meetings, will also be required. The position will also support long-range planning in the development of housing policies and other projects and initiatives aligned with Council priorities as needed. Workload would be assigned based on both skill-set and departmental needs.

### Our Ideal Candidate:

The Planner I position requires a 2-year diploma in Planning Technology or an equivalent combination of education and experience, along with a minimum of 2 years of related experience. A valid Class 5 BC Driver's License is also required.

Key qualifications include knowledge of land use policies, provincial and federal regulations, land-use planning, and environmental information. Proficiency in Microsoft Office and GIS, along with basic graphic and mapping skills, is required. Strong customer service, communication, attention to detail, report-writing, and public presentation skills are essential.

**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. 25-21E | Opens February 4, 2025 | Closes March 3, 2025**

**Full Time –Term | 35 hrs/wk | \$41.15/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program**