



**REGIONAL DISTRICT
of Fraser-Fort George**

JOB POSTING

Human Resources
Telephone: (250) 960-4414
Fax: (250) 563-7520
E-mail: hr@rdffg.bc.ca

POSITION: **PLANNER I (Permanent, Full-Time)**

NATURE OF POSITION: A Permanent, Full-time position of **Planner I** is available in **Development Services**. The role of a Planner I is to respond to a variety of public enquiries, make public presentations and assist in the preparation of reports and other materials relating to land use planning matters. Experience in GIS mapping and Microsoft Office, the ability to work independently and having a valid Class 5 BC Driver's License are considered assets.

LOCATION: 155 George Street, Prince George, BC

RATE OF PAY: \$2,111.78 bi-weekly (2017 rate)

HOURS OF WORK: 7.25 hour work day with one hour for lunch (72.5 hours bi-weekly)

DUTIES AND QUALIFICATIONS: As set out in the attached job description.

TERM: Start date: To Be Determined

BENEFITS: In accordance with the *Collective Agreement* with C.U.P.E. Local 1699. This is a Union position.

POSTING: Internal and external

PLEASE SUBMIT RESUMES TO THE UNDERSIGNED NO LATER THAN 4:00 P.M., FRIDAY, JANUARY 19, 2018 TO:

**Marie St Laurent, CPHR
Manager of Human Resources
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8**

DATE DISTRIBUTED: Tuesday, January 2, 2018

Distribution: C.U.P.E. Local 1699
Bulletin Boards (6)
File (Per 1.4)

PLANNER I - JOB 7.3

JOB SUMMARY:

The role of a Planner I is to assist in the preparation of reports and other material relating to the full range of land use planning and related matters for presentation to the Regional Board, the public and other specific groups. To assist members of the public on planning related matters. Work is carried out under **close supervision**.

TYPICAL DUTIES:

1. Answers inquiries and processes various applications, referrals, correspondence, etc., including the preparation of draft regulatory bylaws relating to a range of land use matters. This may include field studies.
2. Prepares background data and technical information, draft policy material for Official Plans and other statements of planning policy **under supervision**.
3. Makes recommendations to the Regional Board on matters through written reports **under supervision** and in consultation with other staff.
4. Represents the Regional District at a variety of public, technical and other meetings, including the organization of such meetings where necessary and liaise with involved groups and agencies.
5. Deals with a range of work tasks as assigned for specific geographic areas of the Regional District and become familiar with Official Plan policies and land use regulations.
6. Prepares, analyzes and distributes statistics from various sources for an ongoing information base and for specific projects.
7. Performs related duties as required.

QUALIFICATIONS:

Minimum qualifications are:

1. An undergraduate degree in Community Planning (Urban, Regional, etc.) accredited by the Canadian Institute of Planners, **OR**
2. An undergraduate degree in a subject related to planning (e.g. Geography) and a minimum of one year of work experience in a similar planning position.
3. Meets eligibility requirements to be a member of the Planning Institute of British Columbia.