



SENIOR PLANNING OFFICER FULL TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the permanent, full-time position of Senior Planning Officer located in Williams Lake, BC. A copy of the job description is attached for reference.

Position Summary: Reporting directly to the Manager of Planning Services the Senior Planning Officer will be responsible for managing and leading long-range planning projects; the review and the rewrite of Official Community Plans and the development of special planning projects. Other components of this role also include the interpretation and application of bylaws, policies and guidelines, implementation of long-range planning initiatives, and data collection and analysis.

Education, Experience and Qualifications Required:

- Bachelor's degree in Planning, or closely related field (*Master's Degree would be preferred*)
- Certification with the Canadian Institute of Planners
- Experience working within a local government setting
- Strong written and verbal communication skills are a requirement
- Experience in developing long-range and special planning projects
- Ability to effectively communicate both orally and in writing with the public, elected officials, and stakeholders
- A dynamic and energetic leader to carry-out and facilitate group discussions at workshops, open houses and public meetings
- Effective public engagement methods and public speaking skills are essential
- Proficiency in graphic presentation and map making skills are necessary
- Must maintain a valid Driver's license and the ability to travel in all weather conditions

Wage: This is a full-time BCGEU position. The current rate of pay is \$48.01 per hour plus benefits. A standard 90-day probationary period will apply.

Work Site Location: The successful candidate will work out of the Cariboo Regional District office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district will be required; the successful applicant must possess and maintain a valid driver's license.

Hours of Work: This position works a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break with every other Monday off. On occasion the incumbent may be required to work a non-standard schedule to accommodate the attendance of evening meetings or for presentations.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until **1:00 p.m. Friday, December 5, 2025**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #25-20. We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.***

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D - 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.



Title: Senior Planner

Department: Development Services

Reports To: Manager of Planning Services

Date: July 25, 2018

Summary

To manage and lead long-range planning projects; review and the rewrite of Official Community Plans; and develop and implement special planning projects.

Essential Job Functions

- Manage and lead long-range planning projects.
- Periodic review and update of Official Community Plans.
- Develop new neighbourhood plans that align with Regional District policies, regulations and external agency requirements.
- Provide advice and interpretations related to planning policy and objectives in community plans.
- Team leader in public and stakeholder engagement for planning projects.
- Lead and facilitate group discussions at workshops, open houses and public meetings for planning projects.
- Draft terms of reference, review and recommend consultants and monitor the provision of contract services.
- Coordinate, assign and review the work of consultants as required in a project manager capacity.
- Liaise with other levels of government, external agencies and other Regional District departments/divisions on planning and land use matters.
- Develop and conduct research projects on planning issues.
- Coordinate and conduct public surveys for community plans.
- Prepare recommendations on policy matters to committees and Regional Board.
- Draft and prepare amendments to planning documents.
- Compile relevant information and make presentations to the Board on Planning issues and topics.
- Review and evaluate land use development applications and permits.
- Prepare Planning Department report for land use applications.
- Involve in various department tasks during staff absence.
- Create graphics and maps for planning documents and reports.
- Review and provide feedback to Planning comments for development project proposals.
- Respond to enquiries from other departments and the public by providing information and advice on policy initiatives, projects, local area and Official Community Plans.

Minimum Qualifications/Requirements

- Bachelor's degree in Planning, or closely related field (*Master's Degree would be preferred*).
- Experience working within a local government setting.
- Strong written and verbal communication skills are required.



Knowledge, Skills and Abilities Required

- Experience in developing long-range and special planning projects.
- Ability to effectively communicate both orally and in writing with the public, elected officials, and stakeholders.
- A dynamic and energetic leader to carry-out and facilitate group discussions at workshops, open houses and public meetings.
- Effective public engagement methods and public speaking skills are essential.
- Proficiency in graphic presentation and map making skills are necessary.

Supervisory Responsibility

- Provide training to technical personnel in planning.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Travel required.
- Ability to attend and conduct presentations.
- Must maintain a valid BC Drivers License.

Financial Resources

- Assist in drafting annual planning division budget and direct budget expenditures.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.