



## Planner I

***The City of Port Alberni is a vibrant community of over 20,000 people. Located centrally on Vancouver Island, Port Alberni is a well-serviced municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.***

We are currently looking for a **Planner I** to join our City's Planning Department. Reporting to the Manager of Planning, the successful applicant will perform a variety of professional planning duties including processing land use and development applications; preparing reports, permits and bylaws; responding to planning enquiries; assisting with policy development and coordinating public consultation.

### **Responsibilities:**

- Supports the implementation of the City's Official Community Plan
- Processes development and land use applications including zoning and community plan amendments, development permits and development variance permits for alignment with applicable City bylaws, policies and legislation.
- Work closely with the public, stakeholders, developers, external agencies and other departments to provide support on planning and development issues as required
- Support applicants in understanding City processes and completing necessary applications
- May be required to attend and present development applications to City Council, the Advisory Planning Commission, and other committees as required
- Prepares graphics and other material for presentation at meetings such as public hearings.
- Coordinates with other departments in processing applications.

### **Qualifications & Experience:**

- A degree in Community, Urban or Regional Planning, Geography or an equivalent discipline related to Planning is required
- A minimum of one year of related planning experience in a municipal setting
- Membership or eligibility for membership in the Canadian Institute of Planners and the Planning Institute of BC
- Sound working knowledge of site planning, urban design, and community planning practices
- Sound working knowledge of planning legislation and applicable bylaws
- Considerable knowledge and skill using Microsoft 365 software. Knowledge of Adobe Creative Cloud graphic design applications and ArcGIS is considered an asset.
- Good report writing, research, analytical, problem-solving and presentation skills
- Excellent interpersonal, communication, customer service and organizational skills
- Possession of a valid Class 5 BC Driver's License

*The current rate of pay for this position is \$46.00 per hour and includes a full benefits package. In addition, this position works a flex-day schedule.*

Interested candidates may apply by forwarding a resume and cover letter, including copies of your qualifications, by 4:30pm on April 25, 2025:

Attention: Human Resources  
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8  
By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

