

NOW HIRING



CITY OF
PORT ALBERNI

Planner II

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 II** to join the City's planning team. Reporting to the Manager of Planning, the successful candidate will be responsible for undertaking a wide variety of planning duties involving strong knowledge and application of community planning, land use and urban design principals. The position will administer the City's OCP Bylaw, Zoning Bylaw and Development Permit Area guidelines.

Responsibilities:

- Review and process development applications including OCP and zoning amendments, development variance permits, and development permits
- Conduct studies on a wide variety of land use trends, opportunities and initiatives including growth, housing and community livability
- Support the implementation of the City's Official Community Plan
- Work closely with the public, stakeholders, developers, external agencies and other departments to provide support on planning and development issues
- Prepare and present comprehensive planning reports and recommendations to City Council, the Advisory Planning Commission, and other committees
- Provide technical information, advice and assistance to other departments, applicants, external stakeholders, government agencies, elected officials and the general public regarding development and land use issues.
- Conduct and facilitate public engagement using a variety of forums and methods

Qualifications & Experience:

- A bachelor's degree in Community, Urban or Regional Planning, Geography or an equivalent discipline related to Planning
- A minimum of four years of experience in community or regional planning, with experience at the local government level.
- Eligibility for or membership in the Canadian Institute of Planners (CIP) and the Planning Institute of BC (PIBC).
- Sound knowledge of site planning, urban design, and community planning practices as well as planning legislation and applicable bylaws and subdivision control provisions and requirements.
- Considerable experience with and skill using Microsoft 365 software (Outlook, Word, Excel, PowerPoint)
- Knowledge of Adobe Creative Cloud graphic design applications, ArcGIS and SketchUp is considered an asset.
- Excellent 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 \$51.00 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 June 27, 2025:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: 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.

www.portalberni.ca

