



Making a difference...together

INTERNAL JOB OPPORTUNITY

COMPETITION No.:	20/007	POSITION No.: 40008591
POSITION:	PLANNING ASSISTANT PARK PLANNER	
DEPARTMENT:	EXECUTIVE SERVICES SALT SPRING ISLAND ADMINISTRATION	
PAY GRADE:	J14	
SALARY:	\$33.35 to \$37.85 per Hour	
HOURS OF WORK:	70 Hours Bi-Weekly	
STATUS:	REGULAR FULL-TIME	
CLOSING DATE:	JANUARY 20, 2020 by 4:00pm. <i>Applications will only be accepted from eligible CRD employees represented by CUPE Local 1978.</i>	

SUMMARY:

The Planning Assistant is responsible for assisting with initiatives related to the planning, protection and delivery of parks and public spaces. This position works closely with the Salt Spring Island Management team on community planning initiatives, including participating and coordinating the public engagement process.

DUTIES & RESPONSIBILITIES:

- Provides assistance to connect the Salt Spring Island Parks and Recreation Strategic Plan and other CRD planning documents with park and trail planning.
- Assists with the preparation and coordination of park and trail management planning, infrastructure, and site plans.
- Assists with the research and preparation of environmental, recreational or social studies and integrates this research into planning initiatives.
- Drafts reports on a variety of planning initiatives
- Assists to organize and coordinate public engagement initiatives and public consultations.
- Provides project coordination and management of related projects.
- Assists to prepare project charters, terms of reference and monitor project budgets.
- Liaises with CRD staff, including GIS staff on related GIS requirements.
- Undertakes planning studies and participate in cooperative planning exercises with other stakeholders.
- Works with consultants on planning projects, as well as assists with the administration of contract and budgets.
- May act as a CRD representative to liaise with community stakeholders on related projects.
- Respond to inquiries from the public.
- Coordinate and/or participate on project teams.
- Assists with the preparation of data and related budget information.
- Drafts reports on a variety of planning initiatives.

- Conducts site visits, as required.
- Works cooperatively with staff, the public and commissions on projects as directed.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

QUALIFICATIONS:

- A degree with a focus on park and trail planning in a natural area context and three years related experience.
- Membership in the Planning Institute of British Columbia or eligibility for membership and obtaining full membership within two years of appointment to the position
- Excellent communication (verbal and written), interpersonal and customer service skills
- Experience preparing park and trail management plans, studies and policies.
- Some experience with environmental, recreational and social studies related to park and trail management
- Experience coordinating and facilitating public engagement processes
- Ability to provide guidance and direction to external consultants.
- Ability to establish and maintain effective relationships
- Some knowledge of park and trail planning principles and practices
- Knowledge of the concepts of park and trail planning and public sector land use planning
- Knowledge of natural area conservation and outdoor recreation management, ecosystem-based management and the use of environmental information in park planning
- Ability to collect and analyze data and understand a variety of technical reports, demonstrating a strong attention to quality and detail.
- Knowledge of research techniques and principles
- Knowledge of GIS and its application for park and trail planning.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Must possess a valid BC Driver's License

Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.

APPLICATIONS:

This job posting is open only to current CRD employees represented by CUPE Local 1978.

This is a Union position. All CRD/CUPE Local 1978 applicants must submit a cover letter and current resume for this position. Applications quoting the competition number will be received by the closing date posted above online: www.crd.bc.ca, by fax (250) 360.3076, by email careers@crd.bc.ca, in-person or through interoffice mail in Human Resources.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

Posted January 14, 2020