

PLANNING TECHNICIAN

1. Nature and Scope of Work

This is technical planning work in the analysis of development proposals and the preparation of related reports and area plans for review by a superior and performing research tasks for planning projects of broader scope. The work involves considerable contact with developers, citizen groups, the public and other agencies in providing information and advice on by-law requirements and overall municipal planning objectives. In addition, an incumbent analyses data, produces maps and reports and maintains Geographic Information System data. Considerable independent judgment and action is exercised in carrying out assignments while complex problems or policy matters are referred to a superior. Work performance is evaluated in terms of technical adequacy, soundness of conclusions and recommendations made and conformance to established practices and procedures.

2. Illustrative Examples of Work

Coordinates and conducts analysis of various development proposals in terms of their conformance to the Official Community Plan, local development objectives, by-law requirements and related government legislation; prepares draft reports as to the desirability/and or feasibility of the application, and, as appropriate, recommends alternate proposals or rejection of the application; drafts area plans and policies.

Conducts preliminary review and coordinates the processing of various applications; ensures that all internal departments and external agencies are involved in the review process as required.

Answers inquiries and provides information to the public, contractors, developers, and other contacts regarding zoning, land-use and related matters; communicates with applicants regarding municipal requirements and the disposition of applications.

Performs a variety of research tasks related to feasibility and policy studies for planning projects, reports and programs; compiles and analyzes data, performs calculations, estimates, and projections and prepares narrative and statistical reports.

Receives user requests for G.I.S. information and graphic presentations, develops database queries, performs spatial analysis, generates custom maps and reports; provides advice on system capabilities and liaises with users to ensure information on databases linked to the geographic system meets prescribed standards.

Maintains the geographic information databases; assists in developing procedures and standards for data collection and integration; responds to a variety of public enquiries and provides information and assistance to the public involving G.I.S. information.

Performs related work as required.

3. Required Knowledges, Abilities and Skills

Considerable knowledge of the rules, regulations, policies, by-laws and legislation applicable to subdivision, zoning and land use control.

Sound knowledge of the functions, objectives, practices and principles applicable to municipal planning operations.

Sound knowledge of research methodology, statistical techniques and of trends and developments in the planning field.

Sound knowledge of software programs and hardware components of the Geographic Information System and programming methods applicable to the work.

Sound knowledge of the requirements and applications of the graphic and non-graphic data on the information system.

Ability to interpret and apply department regulations and objectives; interpret proposal plans, recommend changes and draft by-laws as directed.

Ability to collect, analyze and interpret statistical and narrative data and submit conclusions and recommendations in reports and graphic presentations.

Ability to maintain effective working relationships with a wide range of internal and external contacts and to deal effectively with the public in processing a variety of enquiries and requests for information.

Ability to prepare and execute a variety of computer applications.



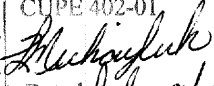
4. Desirable Training and Experience

University graduation with courses related to planning, civil engineering, geographic information systems or related disciplines and sound related experience or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of B.C.

2004 March 25, 2:49 p.m.

 CITY OF WHITE ROCK CLASSIFICATION APPROVAL	
BY:  Date: <u>July 29/08</u>	CUPE 402-01  Date: <u>July 29/08</u>
PAY GRADE <u>25</u>	