



COMMUNITY PLANNER

SELKIRK AND DISTRICT PLANNING AREA BOARD

The Selkirk and District Planning Area Board is accepting applications for the full time position of Community Planner.

The Community Planner is responsible to provide professional planning services in the areas of community planning, land use and community development in support of sound local decision-making by municipalities, planning districts, community round tables, and community and regional organizations. The Community Planner assists the Manager in the administration of the responsibilities delegated to the Selkirk and District Planning Area Board under *The Planning Act* and other legislation and provides advisory services to provincial departments and the public with respect to land use and sustainable development programs, projects, applications and municipal initiatives. This involves:

- Interpreting provincial legislation, policies and regulations, local development plan policies and zoning by-laws;
- Processing of subdivisions ensuring conformity with zoning by-laws, development plans, local by-laws or provincial land use policies. Provide advice and assistance to rural councils;
- Processing of zoning amendment applications, variation and conditional use applications;
- Providing member municipalities with land use planning advice on planning related issues, which requires attendance at council and board meetings;
- Assisting in the preparation of the Development Plan and its amendments.

Together with excellent written, oral and interpersonal skills, the successful candidate must possess the following:

- Minimum of 3 years experience in community planning and development;
- A post graduate degree in planning or related field, or equivalent education and experience;
- Knowledge of municipal and provincial legislation and computer technology (GIS/MapInfo) related to land use planning and development applications;
- Knowledge of the administration and enforcement of development plans and municipal zoning by-laws;
- Membership or eligibility for membership in the Canadian Institute of Planners.

Interested candidates should submit a cover letter and detailed resume, including three references, marked **Community Planner** no later than **4:00 P.M. Friday, November 18, 2011**.

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Thank you to all who apply, however, only those candidates selected for interviews will be contacted.