



## Job Description

### PLANNING / ECONOMIC DEVELOPMENT OFFICER

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<b>EXEMPT:</b> Yes	<b>DIVISION:</b> Administration
<b>SALARY LEVEL:</b> \$60,000-75,000	<b>DEPARTMENT:</b> Planning & Economic Development
<b>LOCATION:</b> Prince Rupert, B.C.	<b>SUPERVISOR:</b> Chief Administrative Officer
<b>APPROVED BY:</b> Chief Administrative Officer	<b>DATE:</b> April 20, 2021

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The North Coast Regional District (NCRD), est. population 18,000, is located on B.C.'s beautiful Pacific Northwest coast. Our communities are home to a multitude of artistic, cultural and outdoor recreational activities. The NCRD provides a stable and varied work environment, competitive pay, and benefits. The magic of the North Coast and Haida Gwaii is yours to discover!

**SUMMARY:** Under the guidance of the Chief Administrative Officer (CAO), the Planning/Economic Development Officer will undertake various administrative tasks related to land use planning and economic development for the NCRD.

#### **KEY PLANNING RESPONSIBILITIES (50%):**

1. Manage the provision of timely and responsive advice and application processing services to property owners requesting the services of the NCRD.
2. Lead processes for the development, approval and implementation of official community plans, local area plans and zoning bylaw for jurisdictions within the NCRD such as conducting public hearings and other statutory requirements.
3. Assume responsibility for large and complex land use development proposals and rezoning applications.
4. Conduct comprehensive technical studies and research regarding a variety of land use and planning and policy matters. Obtains legal and other professional advice as appropriate and prepares reporting for the CAO.
5. Participate in public or other stakeholder meetings and provides professional and technical expertise, advice and information on electoral area planning matters.
6. Liaise and communicate with appropriate outside agencies, interest groups, and individual members of the public with regard to the electoral areas' community plans and various planning issues.
7. Conduct investigations and inspections, provides technical planning, interprets codes and bylaws, and provides recommendations, guidance and assistance to the public on planning services.
8. Ensure that all reports and correspondence and any new zoning bylaws and guidelines are consistent with relevant legislation and NCRD objectives and integrate all aspects of property owner interests.

9. Provide fundamental policy and budgetary direction and practical application of sustainable development practices within a rural context and integrate these policies into current work.
10. Develop staff reports and present to the NCRD Board on various planning activities and planning applications.
11. Utilization of Geographic Information System Mapping as needed for NCRD planning purposes.
12. Other related duties as assigned by the CAO.

**KEY ECONOMIC DEVELOPMENT RESPONSIBILITIES (50%):**

1. Provide leadership through broad community involvement which promotes the economic well-being of the NCRD and its communities.
2. Network and liaise with community stakeholders to identify industry, business and professional service needs and opportunities that will increase economic diversity and aid in recruitment and retention.
3. Develop and implement relevant economic marketing strategies for the NCRD.
4. Conduct comprehensive technical studies and research regarding a variety of economic development matters. Obtains legal and other professional advice as appropriate and prepares reporting for the CAO.
5. Research, analyze, develop, implement and monitor economic development plans consistent with NCRD goals and objectives.
6. Network and liaise with regional economic development officers, government ministries and agencies, First Nations and regional stakeholders on wide range of economic development initiatives.
7. Proactively pursues grant funding opportunities consistent with the strategic direction of the NCRD.
8. Administer internal grant processes including but not limited to liaison, outreach, and reporting to community applicants for programs.
9. Other related duties as assigned by the CAO.

**KEY RELATIONSHIPS:**

To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.

**Internal**

- Chair and members of the NCRD Board of Directors;
- Board established committee and commissions;
- Chief Administrative Officer; and
- Other managers and staff.

**External**

- Members of the public and media representatives;
- Local and provincial government staff and representatives;
- Regional economic development stakeholders;
- Business and industry; and
- Other service providers or contractors.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

### **Formal Education and Training:**

- Completion of post-secondary education in planning, economics, business or another related discipline;
- Formal training in the field of Geographic Information Systems;
- Membership in good standing with the Planning Institute of B.C. and the BC Economic Development Association (preferred); and
- Completion or progression toward a recognized program in Local Government Administration (preferred).

### **Experience:**

- Relevant experience in public sector planning and economic development (preferred);
- Experience working with the Local Government Act (preferred); and
- Experience working in a local government setting, including working directly with senior staff and a Board or Council (preferred).

### **OTHER SKILLS/KNOWLEDGE:**

- Ability to interpret legislation, bylaws, resolutions, agreements, documents, corporate records and related materials;
- Advanced skill in using GIS software to develop and maintain a mapping database;
- Good working knowledge of land use planning practices, principles, techniques, methods and procedures;
- Strong computer literacy and knowledge of standard computer software, including word processing and database software;
- Ability to communicate effectively, orally and in writing, including ability to write reports, draft, and interpret complicated documents;
- Highly organized with strong attention to detail;
- Ability to handle and prioritize work for a deadline-driven department; and
- Ability to establish and maintain effective working relationships with staff, the NCRD Board and external stakeholders.

### **ADDITIONAL INFORMATION:**

- Flexible hours required for attending evening Board meetings and public hearings; and
- Required to maintain a valid BC driver's license.