



## **Planning Technician Regular Full-Time**

The District of Oak Bay is a picturesque oceanfront community within the Greater Victoria area, only a short commute to downtown Victoria. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining a sense of community and charm.

The District is looking to fill a new regular full-time position of Planning Technician in the Building and Planning Department, at the Municipal Hall. Reporting to the Manager of Planning, the successful candidate will be responsible for technical planning tasks including processing land use applications and assisting with public engagement events applying their knowledge of the Official Community Plan, and Zoning Bylaws. The Planning Technician will collect, analyze and interpret information for municipal studies, programs and projects.

The minimum qualification requirement for this position is a diploma or degree in planning or a related discipline with a minimum 3 years related experience preferably in a local government setting. An equivalent combination of education and experience may be considered. The incumbent will bring knowledge of land use planning, local land use policies and relevant legislation as well as a commitment to providing exceptional customer service every day. Membership or eligibility for membership in the Canadian Institute of Planners (CIP) is an asset.

This is a full time regular position with an attractive benefit package and municipal pension plan. The wage rate is currently under review. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability and teamwork within a supportive work environment.

This position is within the bargaining unit represented by CUPE Local 374.

We would like to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, by 4:00 p.m. Monday October 24, 2016 to:

Manager of Planning  
[djensen@oakbay.ca](mailto:djensen@oakbay.ca)

A detailed job description can be found on our website at  
<https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>  
which outlines, in more detail, the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.  
Only those selected for an interview will be contacted.*