



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Planner	Classification:	11	\$61.41-\$67.55 per hour (Based on education & experience)
Department:	Infrastructure	Type:	Managerial	
Status:	Full-time	Working Hours:	35 hours per week; flexible	
Responsible To:	Director of Infrastructure			
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8			
Deadline:	November 4 th , 2023			

Job Summary:

Reporting to the Director of Infrastructure, the Planner is responsible for community planning, ensuring land development and use happens in line with the Penticton Indian Bands's objectives and policies while providing the Chief and Council advise on land use issues. The Planner provides planning and land use support to community members, developers, professional consultants, and other Band departments.

Core Competencies:

- Accountability
- Supervision
- Communication
- Critical Thinking
- Strategic Thinking
- Ethics & Integrity
- Decision Making
- Leadership
- Negotiation
- Teamwork
- Knowledge of Issues
- Detail oriented
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Resource & Fiscal Management

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Research and assess best policy practices on contemporary planning topics, incorporating Indigenous knowledge into planning.
- Contribute to building effective working relationships with staff from other municipalities and agencies.
- Assist with preparing and/or presenting materials to Chief and Council.
- Participate in public consultation events regarding regional planning or initiatives.
- Develop plans, policies, and regulatory bylaw and development process updates.
- Review, draft and make recommendations on the amendment of development-related bylaws and policies.
- Development of the Community Comprehensive Plan, Land Use Plan, Housing Strategy and needs assessment.
- Use GIS and associated software to produce maps and presenting materials.
- Collection, analysis, assembly, interpretation, and presentation of data, including the review of land development proposals.
- Process development-related applications of a residential, commercial, and industrial nature.
- Write staff recommendation reports to the Chief and Council and review various types of outside professional reports with a critical eye.
- Representing the Director at meetings as required.
- Coordinating development related initiatives.
- May supervise other technical or professional employees.
- Act as liaison between the Planning Department and various senior government officials and the public.

- Provide various groups, committees and the Chief and Council with technical and professional expertise and guidance.
- Undertake planning studies under the direction of the Director of Infrastructure.
- Conducts site visits and inspections.
- Capital support and monitoring during feasibility and design stage of capital projects.
- Strong skills and data analysis, development of forecasting financial models and communication both written and oral.

Accountability

- Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.).
- Strengthen relationships and engage with Community.
- Protect people, community, and resources.
- Build Capacity.
- Increase resources.
- Decrease barriers.
- Manage Financial Obligations.

Relationships

Internally

- Reports directly to the Director of Infrastructure
- Reports to Finance Committee as required
- Collaborates with PIB Administration Program Directors and staff
- Reports to and collaborates with Community

Externally

- City of Penticton & RDOS
- ISC on a project basis
- PIB Entities
- External funding agencies on a project basis

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- This department must exercise objectivity and transparency.
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- University graduation in an appropriate discipline, plus a post graduate degree in Community or Regional Planning or other related areas, supplemented by professional planning experience, OR an equivalent combination of training and experience.

Other Certification, Licenses, Designations and/or Training

- Membership or eligibility for membership in the Planning Institute of B.C or the Canadian Institute of Planners is required.
- Valid Class 5 BC Driver's License and drivers abstract require.
- Proficiency with computer applications including AutoCAD, Civil 3D, Graphic Information Systems, MS Office, and similar software.
- Own transportation.
- Ability to pass a Criminal Record Check.

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written.
- Ability to maintain positive, professional working relations with staff, community, and the public.

- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- Financial, human resources and program management.
- Property management including maintenance management.
- An understanding of relevant legislation, policies, and procedures.
- An understanding of the Syilx cultural and political environment would be an asset.
- An understanding of the roles and responsibilities of Management.
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional, and territorial awareness.
- The ability to quickly develop knowledge of Penticton Indian Band in-house policies, programs and an understanding of the procedures involved with all aspects of tenant relations.
- Financial management skills, Contract management skills, and Strategic planning skills.

Minimum Level of Experience

- 5 or more years of Municipal/Indigenous Governance with experience in the planning discipline.
- You will have a membership or eligibility for membership in the Canadian Institute of Planners.

Personality Traits (Required to be successful in position)

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| • Approachable & Friendly | • Assertive |
| • Patient | • Demonstrate sound work ethics |
| • Compassionate & Empathetic | • Maintain standards of professional conduct |
| • Honest and Integrity | • Respectful and culturally sensitive to indigenous issues |
| • Diplomatic | |
| • Fair & Consistent | |

Assets:

- Proposal writing skills and experience.
- Contract negotiation and development review experience.
- GIS experience.
- Ability to read, analyze and understand legal documents.

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax).
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions, which are occasionally hostile (unsatisfied client/member).
- Occasional travel as required.
- Overtime may be required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

November 4th, 2023

**Send your Resume to Human Resources
at jobs@pib.ca**