
PLANNING ASSISTANT

Role Statement

Reporting to the Director of Community Planning, the Planning Assistant is a public-facing position central to the operation of the Community Planning department. This position provides a variety of administrative support services relating to development and rezoning applications, Council agendas and bylaw updates.

Principle Responsibilities:

- Provide first line administrative support to the Director and Department Manager including support with various office systems such as iCompass, CityView, CGIS and MS Office Suite.
- Provide outstanding customer service and consistently ensure customers are treated fairly and professionally.
- Respond to various technical, site specific and public enquiries with respect to local government bylaws, procedures, and guidelines.
- Process and provide support for various land use and development applications for building permits, subdivisions, rezonings, development permits, development variances, and signs.
- Review development, zoning and building permit applications for completeness.
- Assists in the administration of security deposits, filings with the Land Title and Survey Authority, public notifications, and other permitting functions according to provincial legislation and municipal bylaws and policies.
- Maintain application records, create, and maintain databases, maintain electronic drawings and map files.
- Research and assist in the preparation of planning reports, diagrams, and plans as required.
- Work with Communications to maintain departmental information on the District website.
- Create, maintain, and file a variety of records, forms, tables, spreadsheets, and manuals.
- Maintain strict confidentiality of information.
- Provide backup to reception as required.
- Attend meetings, Public Hearings, Public Information Meetings, and Council meetings as required.
- Perform other related duties as assigned.

Skills, Abilities and Knowledge

- A working knowledge of the principles and practices of community planning.
- A thorough knowledge of zoning, subdivision control and planning-related bylaws, policies, and procedures.
- An ability to communicate effectively, orally and in writing.
- Proficient in the use of computers and software such as Microsoft Word, Excel, and PowerPoint.
- Working knowledge of computer based Geographical Information Systems is an asset.
- Working knowledge of the Local Government Act and the Community Charter is an asset.

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- A commitment to excellent customer service, continuous improvement, and lifelong learning.
 - Ability to work on several projects or issues simultaneously.
 - Ability to attend to details while keeping big-picture goals in mind.
 - Ability to work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, adaptability, diplomacy, and confidentiality and to organize and prioritize work to meet deadlines.
 - A team player with a strong work ethic.

Education and Experience

- Completion of a related degree or working toward a degree in a related discipline (i.e., Geography, Urban Studies, Environmental Studies, etc.) supplemented by at least 2 years related experience or an equivalent combination of education and experience.
- Previous experience in planning and/or administrative office functions.
- Valid BC Driver's license.
- Membership in PIBC is preferred.
- Previous municipal planning experience would be an asset.
- Experience with Geographic Information Systems would be an asset.

General

This position is permanent full time working within the municipal office. The general hours of work are from 8:00 am to 4:30 pm Monday to Friday. This position resides within CUPE Local 118. In accordance with the collective agreement this position compensation rate is \$33.29.