



DISTRICT OF PEACHLAND Planning Assistant

The District of Peachland, a vibrant and growing community of approximately 5,400 located on the shores of Okanagan Lake between Kelowna and Penticton, is currently recruiting for a permanent full-time Planning Assistant.

Reporting to the Director of Planning & Development Services, this position provides administrative and functional support to the Planning and Development Services Department.

A detailed job description is available at www.peachland.ca under careers.

Key job duties of the Planning Assistant relate to a variety of responsibilities, including:

- Receive and assist in the processing of applications and referrals including public notifications, advertisements, public hearing preparation, variance and development permits, including registration with BC Land Title and Survey Authority.
- Provide administrative and technical support to planning and development, building inspections, and licensing processes.
- Assist in the preparation and/or review of bylaws and policies by conducting background research and drafting documents for staff review.
- Update and maintain the Development Application Registry (new applications, post-Council or decision, file closure or lapse).
- Prepare development permits, variance permits, Notice of Permit filings, Notice on Title filings, registrations with the BC Land Title and Survey Authority.
- Assist staff with title and legal document searches, scanning, cheque requests, processing application payments, purchase orders, and opening/closing files.
- Conduct records management for department including electronic files (adding adopted minutes and bylaws) and update the department webpages as required.
- Manage all aspects of Customer Service and Communications for the department including responding to inquiries from staff, applicants, and the general public, advising owners/applicants of upcoming reports to Council and providing assistance to the front counter as necessary.

Qualifications:

- High school graduation, plus completion of post-secondary training in a planning or local government related field, or equivalent combination of education and experience.
- At least one year of related experience or an equivalent combination of education, training and experience.
- Extensive knowledge of local land use policies and regulations as well as provincial and federal legislation related to land use planning and development.

- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel) and basic knowledge of Geographic Information Systems (GIS).
- Valid BC Driver's License.

This a CUPE Local 608 position with a comprehensive benefits package and a rate of \$31.94 per hour. Please submit resumes indicating "Planning Assistant" with cover letter by 4:00 p.m. on September 27 2021 to:

Director of Corporate Services
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
Email: careers@peachland.ca

The District of Peachland appreciates all interested in the position, however, only those selected for an interview will be contacted.