

## **JOB DESCRIPTION – PLANNING ASSISTANT**

**Date:** September 8, 2021  
**Job Title:** Planning Assistant  
**Reports to:** Director of Planning and Development Services  
**Positions Supervised:** N/A

### **Position Summary:**

- Provide administrative and functional support to the Planning and Development Services Department.

### **KEY JOB DUTIES**

The following list of duties and responsibilities are representative but not all inclusive of the Planning Assistant position:

#### **Program Development and Implementation:**

- 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.
- 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.
- Prepare bylaw maps and various other mapping functions through GIS.
- Ensure the Official Community Plan and Zoning Bylaw are up to date and prepare and distribute amendments.
- Update and provide advice for the development to streamline systems and processes, prepare checklists, bulletins, and procedure documents for the department.
- Compile statistics for and draft monthly department reports and quarterly reports to Council.

#### **Operations-Administration/Working Function:**

- 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.
- Update and maintain the Development Application Registry (new applications, post-Council or decision, file closure or lapse).
- Prepare Council follow-up/decision letters as necessary.
- Conduct records management for department including electronic files (adding adopted minutes and bylaws) and update the department webpages as required.
- Track and coordinate notifications for vacations and absences.

#### **Customer Service/Communications:**

- Respond to inquiries from staff, applicants, and the general public.
- Advise owners/applicants of upcoming reports to Council.
- Provide assistance to the front counter as necessary.

**Risk Management/Health and Safety:**

- Practice and adhere to Work Safe BC and District policies and procedures.

**Leadership/Supervisory:**

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department.

**Financial:**

- Provide assistance and information to the Director for budget considerations,
- Assist with the management of development application fees, charges, securities, and deposits, including:
  - Ensure applicants adhere to performance security conditions and requirements;
  - Liaise with the Finance Department to ensure securities are tracked and dispersed according to prescribed agreements, contracts and permits;
  - Liaise with the Operations Department to ensure cost estimates related to engineering, servicing, landscaping, and other securities associated with development projects are acceptable to the District and managed efficiently.

**Job Provisions:**

- Maintain professional and technical requirements for the position.
- Maintain knowledge of legislative authorities and responsibilities that pertain to land use planning regulations and other development practices.
- May be required to perform additional duties as assigned by supervisor.

**QUALIFICATIONS****Education/Certification:**

- High school graduation, plus completion of post-secondary training in a planning or local government related field, or equivalent combination of education 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.

**Experience:**

- One year of related experience or an equivalent combination of education, training and experience.

**Skills:**

- Strong customer service skills.
- Demonstrated communication skills: verbal and written.
- Organizational and time management skills.
- Attention to detail.
- Ability to develop and maintain effective workplace relationships.
- Strong computer aptitude including proficiency in spreadsheet, word processing and GIS software.
- Problem-solving abilities with solution-oriented focus.
- Skill, ability and knowledge in all functions detailed in the job description.