



**DISTRICT OF PEACHLAND
Planning & Economic Development Technician
Internal Job Posting**

Reporting to the Director of Planning & Development Services, the Planning & Economic Development Technician responds to inquiries using the GIS System and processes development service applications. This position will act as a direct liaison to the Regional Economic Development Office and provide guidance to local economic development resources for Peachland's businesses, residents and those considering relocating to Peachland.

Duties of the Planning & Economic Development Technician relate to a variety of responsibilities, including:

- Responding to a variety of front counter inquiries such as the OCP, Zoning and property information, land use regulations, economic development and current planning work programs
- Provide initial advice on zoning and subdivision requirements
- Processing applications for licenses such as business, wharf & buoy, sidewalk patio and secondary suite license
- Participate in a liaison/support capacity to Council Committees as assigned
- Maintain department web page

A detailed job description is available from Corporate Services.

Term

This full time permanent position.

Hours of Work

The normal work day shall consist of a scheduled period of up to seven consecutive hours of work and the normal work week shall consist of up to five consecutive days, followed by two consecutive days off

This is a CUPE position with the pay rate of \$28.96 per hour

Qualifications /Experience

- High School Graduation
- Specialized education related to Planning and Economic Development; and or two years in Municipal Planning including the use of a GIS mapping system or an equivalent combination of education, training and experience

Please submit application indicating "Planning & Economic Development Technician" by 4:00 p.m. March 24th, 2017 to:

Polly Palmer, Director of Corporate Services
Email: careers@peachland.ca