

**Date:** March 16, 2017

**Job Title:** Planning & Economic Development Technician

**Reports to:** Director of Planning and Development Services

**Positions Supervised:** n/a

**Position Summary:**

- Respond to inquiries using GIS System and process development service applications such as, business license, wharf & buoy and secondary suite licenses; research, review and make recommendations for amendment of existing bylaws and the Sustainability Action Plan.

**Key Job Duties**

**Program Development and Implementation:**

- Respond to counter and telephone inquiries, provide GIS information
- Prepare draft reports as required
- Receive and process applications for licenses such as business, wharf & buoy, sidewalk patio and secondary suites
- Research and assist in development of long term planning projects
- Maintain District Planning Department pages on website
- Liaison with Regional Economic Development and the Peachland Economic Development Committee and other Council committees as assigned

**Operations- Administration/Working Function:**

- Respond to a variety of inquiries such as zoning, OCP, mapping, legal lot plans, economic development and current planning work programs, provide information such as land use regulations and process, provide initial advice on zoning and subdivision requirements, maintain department web page
- Receive license applications, input data, assess zoning and coordinate issuance
- Provide, interpret and explain GIS information for, building location, underground utilities, zoning
- Maintain wharf & buoy permit holder database, ensure billing notices are issued, property liability waivers are signed, indemnity release forms are signed and the District is listed as insured
- Complete Planning grant applications
- Conduct research, coordinate information, develop recommendations for plan development and implementation on an as-needed basis

**Customer Service/Communications:**

- Provide a variety of information and guidance to community, developers, engineers, architects, lawyers and associates with respect to land use, regulations, economic development and bylaws

**Risk Management Health and Safety:**

- Ensure proper technical standards are practiced
- Practice and adhere to Work Safe BC and District policies and procedures
- Ensure accurate and complete information is given to the public in response to inquiries

**Leadership and Supervisory:**

- Participate as a team member ensuring for effective land use planning and economic development functions
- Participate in a liaison support capacity to Council committees as assigned

**Financial:**

- n/a

**Qualifications:**

**Education/Certification:**

- High School Graduation
- Specialized education related to Planning and Economic Development

**Experience:**

- Two years in Municipal Planning including the use of GIS mapping system or an equivalent combination of education, training and experience

**Skills:**

- Communicate effectively with the community and a variety of stakeholders with respect to economic development, land use, regulations and bylaws
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain professional and technical requirements for the position
- Stay current with sustainable land use planning and economic development regulations and practices in BC
- May be required to perform additional duties as assigned by supervisor