

**Date:** May 25, 2018

**REVISED**

**Job Title:** Development Services Technician (Development Services, Permitting & Licensing)

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

**Positions Supervised:** n/a

**Position Summary:**

- Respond to inquiries using GIS; manage licensing programs including but not limited to business and Secondary Suite, Sidewalk Patio & Seasonal Vending licenses, Sign Permits and wharf & buoy encroachment agreements; process Technical Development Permits and supports administrative processes in the Planning and Development Services Department.

**Key Job Duties:**

**Program Development and Implementation:**

- Receive, review and manage various permit and licensing application processes
- Coordinate the Wharf & Buoy Program; maintain database, coordinate annual billing, ensure compliance with agreement provisions
- Research and assist in development of planning projects
- Prepare draft reports and documents as required
- Review technical reports for bylaw requirements and work with applicants to ensure compliance
- Conduct site visits to assess development conditions

**Operations-Administration/Working Function:**

- Maintain street name and civic address assignment system
- Participate in ongoing records management to ensure efficient information processing and retrieval
- Coordinate registration of Notices of Permit and similar documents at the Land Title Office
- Provide administrative and technical support in the delivery of development services functions including but not limited to management of licensing, permits and bylaw enforcement records
- Coordinate management of the Planning and Development Services webpage

**Customer Service/Communications**

- Respond to counter and telephone inquiries, provide and interpret GIS information including but not limited to location of lot lines, buildings, underground utilities, etc.
- Provide a variety of information, guidance and assistance to the public, development professionals and associates with respect to District land use regulations and bylaws
- Coordinate dissemination of public notifications and advertisements for public hearings
- Liaise with other municipal departments and consultants

**Risk Management, Health and Safety**

- Implement technical best practices and planning standards
- Practice and adhere to Work Safe BC and District policies and procedures
- Maintain accurate records and ensure complete information is given to the community, developers and Council

**Leadership and Supervisory:**

- Participate as a team member ensuring high performance and service in the Planning and Development Services Department
- Participate in a liaison or support capacity to Council committees as assigned
- Perform the duties of a Bylaw Dispute Screening Officer in accordance with the Bylaw Notice Enforcement Bylaw including Bylaw Adjudication reports

**Financial:**

- Provide assistance and information to the Director of budget consideration
- Act as the secondary contact in the absence of the Planning & Economic Development Technician with respect to the management of development application processing including but not limited to:
  - a) Ensuring performance bonding requirements in contracts, agreements and Development Permits are adhered to;
  - b) Liaise with Finance Department to ensure securities are dispersed according to performance prescribed in application agreements, contracts and permits
  - c) Liaise with Operations Department to ensure cost estimates related to engineering, landscaping and securities for proposed development are acceptable to the District

**Qualifications****Education/Certification/Experience:**

- High School Graduation
- Specialized education related to development services and legal document preparation
- Accredited courses in Geographic Information Systems or equivalent knowledge
- One year of related experience or an equivalent combination of education, training and experience

**Skills:**

- Communicate effectively with the public, development community, professionals and associates with respect to land use regulations and bylaws
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily and annual work plan
- Make effective operational decisions; attention to detail
- Intermediate skill level with MicroSoft Office Suite, Adobe and similar software preferred
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain professional and technical knowledge applicable to the position
- Stay current with planning and development services related legislation and practices in BC
- May be required to perform additional duties as assigned by supervisor