

PLANNING TECHNICIAN / CLERK

JOB DESCRIPTION

NATURE AND SCOPE OF WORK

Reporting to the Director of Planning & Development, the Planning Technician & Clerk is responsible for all aspects of processing development applications, from initial inquiries to file closure, as well as a variety of duties supporting the Planning Department. This position also provides administrative support to all departments, such as research, records management, correspondence, and front counter coverage. The position is primarily Planning Technician related duties with the remainder providing clerical support to Development Services and other departments as requested.

DUTIES AND RESPONSIBILITIES

The key duties and responsibilities of the Planning Technician / Clerk include:

1. Assist the Director of Planning & Development (the Director) as required in all aspects of processing and managing development applications.
2. Undertake and complete specific assignments and projects under the supervision of the Director.
3. Provide front counter administrative service to the general public, builders, and developers within the community.
4. Receive, prioritize, and respond to inquiries from the public, other agencies, and internal departments.
5. Correspond, liaise, or consult with other departments and external agencies.
6. Provide research assistance including sourcing information from various departments and agencies.
7. Coordinate Development Services departmental schedules, meetings, and training; including but not limited to travel arrangements, as may be required.
8. Create and distribute public notices, advertisements, etc. for Planning applications, meetings and events.
9. Assist with preparation of letters, agreements, reports, etc. to Council, committees and various other parties.
10. Link planning and building applications to related properties in GIS.
11. Maintain and update the Planning database with all relevant files, applications, inquiries, etc.
12. Take minutes and notes for meetings involving Development Services, and from time to time, other departments.
13. Draft reports to Council, to be reviewed and approved by the Director.
14. Coordinate committees related to planning and development.
15. Review proposals and designs for conformance with municipal standards.
16. Administer bylaws mainly related, but not limited, to land use and development, subdivision, and building.
17. Develop and maintain departmental records, file systems, databases, manuals, and guidelines for Development Services and, from time to time, other departments.
18. Provide backup coverage for reception when required.
19. Other related duties which may be assigned from time to time by the Chief Administrative Officer.

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REQUIRED KNOWLEDGE AND SKILLS

- Excellent written and oral communication skills.
- Effective and courteous interaction with the public, consultants, other agencies, and internal departments.
- Excellent organizational and time management skills with acute attention to detail.
- Safe work habits and practices.
- Basic mathematical skills.
- Ability and skills to operate a Microsoft Windows computer utilizing Microsoft Office (Word, Excel, PowerPoint).
- Ability to recommend changes to bylaws and draft bylaw amendments accordingly.
- Ability to accurately read maps, legal surveys, and development and engineering plans.

MINIMUM EDUCATION AND EXPERIENCE

- Completion of Grade 12 or equivalent.
- A valid Class 5 BC Driver's Licence or equivalent with a clean drivers abstract.

PREFERRED KNOWLEDGE AND SKILLS

- Thorough knowledge of general office procedures, composition of letters, and customization of documents relevant to Development Services.
- Knowledge of Provincial and Federal statutes, regulations, codes, guidelines and experienced with typical municipal bylaws relevant to Development Services.
- Post secondary diploma, degree, or bachelors degree in a related field such as planning, engineering, or administration.
- Two years of directly related experience in planning in local government, or with local government.
- Ability to use GIS.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
