



## **JOB DESCRIPTION**

**TITLE:** PLANNING ASSISTANT  
**DEPARTMENT:** Community Development  
**LEVEL:** 10

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Aug 2018**

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### **JOB SUMMARY**

Under the direction of the applicable Community Development Manager, the incumbent is responsible for ensuring that development applications meet applicable City bylaws, pertinent statutes and current municipal planning goals and objectives. The Planning Assistant will have a strong knowledge of site planning, urban design, and community planning practices. This position requires the ability to work under continual deadlines, resolve competing community interests, prioritize and successfully complete a multitude of tasks, pay attention to detail, deal tactfully with a variety of people.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Responds to inquiries from the public, the development community and staff respecting the Zoning Bylaw, the Official Community Plan, development guidelines, and application processing.
2. Conducts technical reviews of applications to ensure compliance with applicable development bylaws, design guidelines and the Official Community Plan. Applications include: rezoning, development permits, development variance permit, temporary commercial and industrial permits, Board of Variance appeals, business licence, sign permits, subdivision, Agricultural Land Reserve applications.
3. Ensures that statutory notification and other requirements are completed for public hearings, development variance permits, temporary commercial and industrial permits, Agricultural Land Reserve, and the Board of Variance.
4. Coordinates and evaluates the referrals for development applications and provides recommendations for the Planner.
5. Prepares and handles the processing of detailed amendment bylaws for Council's consideration.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

6. Assists in the preparation, review, amendment, registration, and discharge of legal documents (i.e. rights-of-way, easements, covenants, housing agreements, land use contracts).
7. Maintains a database for the tracking of development applications.
8. Administers securities required for amenities/site features as negotiated as part of the development approval.
9. Reviews building permit applications to assure projects comply with the Zoning Bylaw and conditions set out in the development permits/development variance permits.
10. Conducts meetings as required for committees, public hearings, and public input.
11. Prepares planning reports as required for committees and Council.
12. Researches and produces land use statistical information and graphic presentations.
13. Maintains and updates land use maps using both traditional and computer techniques.
14. Investigates Zoning Bylaw infractions and initiates enforcement action.
15. Conducts on-site evaluations as part of the application review and confirmation of compliance or investigation of complaints.
16. Responsible to assume designated Planner's duties, as required.
17. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of community planning principles, practices, techniques and methods of the current trends and developments in community planning.

Knowledge of computer techniques as they apply to planning applications, including Geographic Information Systems and Property Systems.

Knowledge of urban design, site planning, landscape design, building construction and drafting practices.

Ability to interpret and evaluate development plans and specifications.

Ability to prepare concise reports and communicate effectively, both verbally and in writing.

Ability to effectively communicate and negotiate with competing interests during the development process.

Ability to prioritize and perform under continual statutory deadlines.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

Good organizational and communication skills.

Basic computer skills with spatial application software (such as AutoCad and GIS); in database programs (such as Access); and in Municipal computer programs.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

A Degree in Urban Planning, Urban Design, Geography, Architecture, or Landscape Architecture.

A minimum of one year related experience.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.