



## **JOB DESCRIPTION**

**TITLE:** PLANNING ASSISTANT

**DEPARTMENT:** Planning and Development

**LEVEL:** 10

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Aug 2020**

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### **JOB SUMMARY**

Under the direction of the applicable Planning and 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 and 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 permits, temporary use permits, Board of Variance appeals, business licences, sign permits, and Agricultural Land Reserve applications.
3. Ensures that statutory notification and other requirements are completed for public hearings, development variance permits, temporary use permits, Agricultural Land Reserve and the Board of Variance.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

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.
6. Assists in the preparation, review, amendment, registration, and discharge of legal documents (e.g. rights-of-way, easements, covenants, housing agreements and 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, including on-site inspections, to ensure 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 in collaboration with the Bylaw Section.
15. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of community planning principles and best practices and current trends in development 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to interpret and evaluate development plans and specifications.

Ability to prepare concise reports and correspondence.

Ability to negotiate with competing interests during the development process.

Ability to prioritize and perform under continual deadlines and have strong organizational skills.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Basic computer skills with database programs (such as Access) and Municipal computer programs.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Degree in Urban Planning, Urban Design, Geography, Architecture, or Landscape Architecture from a recognized educational institution.

Minimum of 1 year experience working in a municipal environment assisting in the planning function.

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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

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

Adheres to City policies and objectives.