



Planning Assistant 2 (Development Planning)
(Regular Full-Time)
JP#21-12

If you are civic minded and interested in making an impact on people and businesses on the beautiful North Shore, consider working for the District of North Vancouver.

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District is inspired by nature, and enriched by people. The District offers exciting professional development opportunities and a competitive total compensation package. This is an exciting time to join the District, as we embark on a range of initiatives to transform digital service delivery, customer experience, and our approach to climate action.

This is technical and administrative planning work at an entry level that involves managing a series of development application files and may include planning research. The work involves processing development applications for development variance permits, development permits, coach houses, liquor licenses, and sign permits. You will perform a variety of technical and research tasks related to development projects including preparing development reports, permits, bylaws, and ensuring development conditions are satisfied. You may provide advice to members of the public on development enquiries. The work includes coordinating and conducting analysis of commercial, office and residential planning and development proposals in terms of their conformance to bylaws, policies and the OCP, and assisting other members of the department with research. You will exercise a considerable degree of independence and initiative in carrying out assignments and work performance is reviewed and evaluated by a professional superior in terms of technical adequacy, soundness of conclusions and recommendations made, and conformance to established practices and procedures.

Your university or technical post-secondary training in a relevant field such as planning, geography, land economics or urban design is complemented by some experience related to development planning and application processing, and you have knowledge of applicable legislation, regulations and best practices to support development initiatives. You are knowledgeable in current computer technologies. Complementing your excellent research, analytical and communications skills, you are forward thinking and innovative with solid project and work program management skills.

The pay range for this unionized position is \$32.23 - \$37.92 per hour (2021 rates) based on a 35-hour work week. If you are interested in this position, and have a passion to serve people and the community, we would like to hear from you. Please apply on-line with your cover letter and resume at <https://careers.dnv.org> by February 28, 2021 to be considered for this competition.

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.