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Employment Opportunity

Planning Administrative Assistant

Planning & Protective Services – Regional Housing

Competition	22/014
Status	Regular Full time
Hours of Work	70 hours bi-weekly
Rate of Pay	\$33.07 to \$36.24 per hour (2021 rates)
Review of applications begins	4:00pm on January 31, 2022, but position will remain open until filled.

Summary

This position provides administrative and project planning support to assist in the delivery of new Affordable Housing in the capital region. This position conducts research, prepares reports, drafts correspondence, produces engagement materials, drafts procurement documents, provides project coordination and contract administration while liaising with internal and external stakeholders. This position works collaboratively within the Regional Housing Division and the CRD and coordinates with other areas as required.

Duties & Responsibilities

- Collects, analyses and prepares research related to planning, development and construction initiatives.
- Ensures corporate contract procurement, execution, storage and payment processes are followed including coordinating bonding, WorkSafeBC and insurance requirements throughout contract or standing agreement duration.
- Drafts a variety of documents, correspondence and reports related to development applications. Supports the preparation of various materials for internal and external stakeholders that support project delivery.
- Prepares for and supports meetings, as directed, including scheduling, attendance, preparation of documentation and meeting records.
- Coordinates production of reports and memorandums related to service area functions.
- Assists with preparing public consultation events by setting up event locations and delivering flyers in the community.
- Verifies and obtains approval for all invoices, tender recommendation and contracts.
- Prepares budget reports to track, monitor and document project costs and project details.
- Maintains accurate records and tracking of CRD Committee and Board reports and decisions.
- Works closely with CRD finance staff in all aspects of financial administration including establishing and maintaining financial administration and accounting systems for Planning & Development projects.
- Implements complex filing systems specific to construction projects and planning initiatives.
- Prepares for approval a number of procurement and tender documents, evaluation materials, contract awards notices and memos in alignment with public procurement processes.
- Prepares and coordinates with the Manager and CRD legal advisor in the drafting and execution of partnership agreements, letters of intent, memorandums of understanding, rezoning related encumbrances and statutory rights of way, grant funding applications, agreements and contract documentation.
- Monitors projects to ensure the requisite terms of the contracts and agreements are adhered to, specifically as they relate to reporting, submission for expense reimbursement and mitigation of overall risk.

- Prepares for approval funding applications to different government bodies, invoice tracking and claim submissions for repayment.
- Supports Development Services managers in the development of annual updates and work plans.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Bachelor's degree in Planning, Geography, Environmental Studies, Architecture, Business or a related discipline with two (2) years relevant experience focused on housing, planning, development, real estate and construction or a relevant diploma and five years' of related experience.
- Eligibility for membership in the Canadian Institute of Planners is considered an asset.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Advanced proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) and communication (MS Outlook & MS Teams) software.
- Experience with Adobe Creative Suite (InDesign, Illustrator, Acrobat) and databases such as SAP or similar programs are considered an asset.
- Experience with project coordination, municipal planning processes and approvals, public engagement with a good understanding of residential development is an asset.
- Accounting experience related to office management and construction projects.
- Awareness of planning legislation, policies, bylaws and guidelines including the Local Government Act, Official Community Plans, Zoning Bylaws and Design Guidelines.
- Knowledge of planning terminology, contractual language and administrative processes.
- Ability to scrutinize and analyze financial and technical data.
- Coordinate communication necessary for project delivery.
- Strong skills in Business English, punctuation, spelling and grammar.
- Ability to compose professional correspondence and produce/review technical reports.
- Organize a high volume workload under constant deadlines in an ever-changing environment.
- Maintains a high degree of accuracy and confidentiality in all aspects of the position.
- Must possess a valid BC Driver's Licence.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee mandatory vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires proof of being fully vaccinated as a condition of employment.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

