



Planning Assistant 1 Development Services Temporary Full Time (1 year)

We acknowledge with gratitude and respect that the City of Coquitlam is located on the shared, traditional and ancestral lands of the kwikwəḷəm, sq̓əc̓iyaʔ təməxʷ, and other Coast Salish Peoples.

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

We are looking for a highly organized, customer service oriented team player to join the Planning and Development Department's Development Services division in the role of Planning Assistant I. The successful incumbent in this role will be working with our highly skilled Development Planning team to gain planning experience working on specific planning projects. In this moderately complex, technical and project based role, the work may include:

- Providing Customer service excellence in providing development and land use information to the public;
- Receiving and inputting Development Applications and Sign Permit applications
- Conducting research using paper files, digital records, and microfilm records and preparing background documents;
- Preparing and maintaining records, reports, and statistics related to their work;
- Creating Zoning, Context, Location and other maps for Development Applications;
- Providing support for other miscellaneous planning work for Planning staff;
- Performing other planning related work as required.

Along with an education in Urban and Regional Planning, excellent interpersonal, communication and organizational skills and, preferably, some experience in a municipal planning office, the individual selected will possess proven knowledge of:

- The principles, practices, and objectives of urban planning;
- Policies, regulations, bylaws and legislation governing urban planning;
- Official Community Plan (OCP) and Zoning Bylaw policy interpretation and analysis;
- Customer service and interacting with the public;
- Analytical research and data analysis skills;
- Graphic design for urban planning, including documents, maps and infographics;
- Proficiency with multiple software programs, including Microsoft Office, Adobe Creative Suite, AMANDA, Bluebeam, ArcGIS, and SketchUp

The City offers a competitive salary of of \$29.13 - \$34.23 per hour (2022 CUPE rates) as well as an excellent benefits package. This position is based in Coquitlam with some flexible, remote work options available. The City has a vaccination policy that is currently suspended. However, should the policy be reinstated, it will be a requirement for all current and future employees.

Applicants under consideration will be required to undergo a police security clearance evaluation and vulnerable sector check with no adverse reports, as well as submit a satisfactory driving record.

If you are motivated by the excitement and challenges of this career opportunity, **please apply online at www.coquitlam.ca/careers by 11:55 pm on October 26, 2022.**

Good people make Coquitlam great - sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

The City of Coquitlam is an Equal Opportunity Employer.

We thank all applicants for their interest; however, only those selected for an interview will be contacted