

PLANNING ASSISTANT

(ELECTORAL PLANNING & DEVELOPMENT) (FULL-TIME)

Competition #2023-46

October 31, 2023



The Fraser Valley Regional District (FVRD) is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We are looking for a customer service-orientated, team player for the position of Planning Assistant. Under the direction of the Manager of Planning, the successful candidate will work as part of the Electoral Area Services team and will be generally responsible for providing excellent customer service, and reliable administrative support to Planning staff. You will act as the first point of contact for all general counter, email or telephone inquiries for the Planning Department.

Duties include tracking a large number of documents and files through various processes, requiring attention to detail and deadlines; accepting, processing, and assisting with the setting up of the initial files, gathering information, tracking the files through the planning process, entering and maintaining documentation on our property management software; and coordinating the flow of documentation between planning, building and administrative staff.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing professional development opportunities for our staff. If you love working with the community and have a desire to learn, you will fit right in.

The ideal candidate must have:

- » Post-secondary education, preferably a diploma or degree related to Planning, or comparable local government experience, plus administrative experience in Planning, Legal, Local Government or a similar environment, or an equivalent combination of education/experience;
- » Working knowledge or ability to quickly acquire knowledge of standard planning, building and engineering nomenclature, and map compilation and interpretation;
- » Working knowledge or the ability to quickly acquire knowledge of land title and registry procedures and the administration of real property, and familiarity with folio information such as BC Assessment data and the use of a land-based property information system;
- » Excellent written and verbal communication skills, with the ability to express thoughts and ideas clearly, and write in a clear, concise and creative manner;
- » Good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public, and with difficult clients;
- » Ability to work effectively both independently and as part of a team, and exercise good judgement;
- » Ability to handle confidential and sensitive matters with direction and integrity;
- » A valid Driver's License;

The start rate for this Union position is \$26.41 per hour. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.08 per hour.

FVRD offers a competitive and comprehensive health, dental, and vision package and Municipal Pension Plan. Grow your career in an organization that supports employee work-life harmony including an earned-days-off

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.

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program or four-day compressed work week, where operationally appropriate and subject to approval or change. Take advantage of employee well-being programs that include support for mental well-being and physical health through our onsite gym.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Quote **Competition #2023-46 and send, in confidence, by 4:30 pm on November 21, 2023,** to jobs@fvrld.ca.

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