

	<i>Title:</i> Planning Assistant 2	<i>Date:</i> February 2019
	<i>Department:</i> Development Services	
	<i>Classification::</i> Inside	<i>Pay Grade:</i> 21
	<i>Date Signed Off by the Union:</i>	

Nature and Scope of Work

Reporting to the Director of Development Services and Economic Development, the Planning Assistant 2 position is customer service oriented, providing technical information and guidance to the public with respect to bylaws, policies, the official Community Plan, the Zoning Bylaw, development guidelines and all other development related application processes. The incumbent is expected to perform assigned duties with minimal direct supervision and interpret moderately-complex technical information, policies and procedures and explain them to the public. The incumbent has the ability to conduct accurate and independent research in support of planning issues, using various sources and software applications to analyze, interpret and make recommendations based on information obtained. The incumbent maintains records, prepares and presents reports. Skill in the use of drafting, mapping and other graphic design software is critical to the success of this position.

Illustrative Examples of Work

1. Provides front line customer service related to zoning, OCP and development related processes and requirements.
2. Responds to enquiries from the public related to planning and land development.
3. Researches, collects and compiles statistical data in support of planning and economic development projects.
4. Assists in the preparation of planning reports.
5. Assists in the review and processing of development applications.
6. Prepares maps for planning reports and presentations.
7. Assists in the maintenance of planning-related GIS data.
8. Conducts title searches and interprets/researches legal notations on property titles.
9. Conducts planning related research to support the Division as required.
10. Provides support to Building and Licensing Division as required.
11. Performs related work as required.

Required Knowledge, Abilities and Skills

1. Some related municipal planning experience is preferred; an equivalent combination of education and experience will be considered.
2. Knowledge of the development process, including rezoning and subdivision processes.
3. Knowledge of the Official Community Plan and the Zoning Bylaw.
4. Understanding of legislative requirements related to Public Hearings, and other development approval processes.
5. Experience or knowledge of the Land Title registration process for development related approvals.
6. Ability to effectively use Microsoft Office as well as graphics software (Illustrator, Acrobat Pro).
7. Strong written and verbal communication skills.
8. ArcGIS.
9. Tempest (preferred).

Desirable Training and Experience

1. Diploma in Urban Planning plus courses in urban design, geography, civil engineering or related disciplines.
2. Some sound related experience in Municipal planning.
3. Equivalent combination of training and experience.

Required Licenses, Certificates and Registrations

Class 5 BC Driver's License