



PLANNER 1 – TENANT ASSISTANCE

Planning and Building Department LONG RANGE PLANNING

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of July 15, 2019 and must be received by 4:45 PM on **Wednesday July 24, 2019** quoting:

Competition No: 2019-157

Reporting to the Senior Long Range Planner, this is professional planning work of moderate complexity involving the application of specialized knowledge in the matters related to planning studies and planning programs for the City's Tenant Assistance Program. The work entails collection, analysis and interpretation of information in the development and implementation of the Tenant Assistance Policy and program; planning, coordinating, administering and delivery of the program's services; conducting investigations and studies; liaising with a wide variety of internal and external contacts; and preparing a variety of related reports, analyses and correspondence. Represents the City and/or department at various meetings and on a variety of committees. An employee of a position in this class may, while on special assignments, exercise supervision over a limited number of non-professional subordinates. Performs related work as required.

Qualifications include a Master's Degree in Planning or related discipline with some related experience, membership or eligibility for membership in the Planning Institute of British Columbia or Canadian Institute of Planners is desirable or an equivalent combination of education, training and experience. Considerable knowledge of the principles, practices and objectives of urban planning and of the City's policies and bylaws related to the work performed; of the theory and practices of a major discipline applicable to planning; and of market and non-market rental housing resources and programs. Sound knowledge of federal and provincial housing legislation affecting tenants including Residential Tenancy Act; Local Government Act; relevant Burnaby policies, zoning bylaws and bylaws regulating development; of the current literature, trends and developments in the area of housing; and of federal, provincial, regional and other municipal government housing policies. Ability to perform moderately complex technical research, analyse and interpret data and prepare reports thereon; to establish and maintain effective working relationships with outside agencies, public and community resource organizations, landlords, members of the public, other government officials and city staff; to communicate effectively orally and in writing, and to prepare clear and concise reports and recommendations; to represent the Planning Department, to make public presentations, and act in a liaison capacity in coordinating the work with internal and external contacts; to assist in the administration and monitoring of other departmental program activities; to supervise staff assigned to work on special assignments; and to prepare and maintain related correspondence, records and files.

SALARY: \$6,822 – 7,115 – 7,424 – 7,739 – 8,067/month (Pay Grade 29)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly; Monday to Friday from 8:00 AM - 4:45 PM
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

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

Reference: 50007916

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2