



Job Description Planning Assistant

Job Title: Planning Assistant
Department: Planning
Reports to: Planning Applications Supervisor

Summary:

The primary role of the Planning Assistant is to assist in the multifunctional environment of the Planning Department and to provide administrative and clerical support for the processing of land use bylaw amendments, subdivision, municipal licensing and business licensing applications.

Duties and Responsibilities:

- Provide all necessary back up support to legislative services specific to the activities undertaken in Planning. This includes administrative assistance for various boards and committees, producing and distribution of agendas, drafting and distribution of minutes, production of County Bylaws, meeting room bookings, sign-in sheets, setting up/take down of meeting rooms and audio-vision equipment.
- Assist and support the Business Licensing Officer with receiving and processing business license applications, including answering phone calls, receipting and data entry.
- Ensure department application forms, information sheets and communications materials are up to date and available for the public, Council and staff.
- Input data into municipal databases and spreadsheets and create reports regarding the amendment of the Land Use Bylaw, subdivision, development, business licenses and deposits related to planning requirements.
- Maintain and update the County's Land Use Bylaw.
- Correctly file documents while providing maintenance and upkeep of the Land File.
- Ensure required public notice is undertaken within required timelines related to all planning activities.
- Circulate, post and direct mail all required notices and correspondence to stakeholders, the public, Council and staff related to long range planning projects and planning applications.
- Provide back up support to receptionists/clerks including answering and directing phone calls, greeting and assisting visitors, distribution of mail, receiving and processing payment of various charges and data entry.
- Open, close and maintain files associated with planning applications.
- Submit requests for service and other functions related to the Land Titles Office.
- Assist and support department events and functions such as open houses and public consultation opportunities.
- Actively participate in meetings related to department activities and safety.

- Undertake special project research as required.
- Assist Planning staff and other department staff with inquiries, research and activities as required.
- Perform other duties as assigned from time to time.

Skills Necessary for the Position:

The Planning Assistant must possess the following skills and abilities:

- Demonstrated exceptional work ethic, can-do attitude and the desire to learn and be part of a team.
- Diplomacy, professionalism and well-developed interpersonal skills.
- Sound judgement and decision-making, effective problem-solving abilities, time management skills.
- Above average organizational skills and ability to pay attention to the details are required.
- Proficient in Microsoft Office Suite and adobe applications, familiar with GIS applications such as Arcview.

Qualifications/Education and/or Experience:

- Minimum of four years in a computer based office, deadline oriented work environment where the provision of excellent service to the public was considered a top priority.

Physical Demands:

- Must be able to reach for and lift up to fifty pounds of land file boxes.