



FRASER VALLEY REGIONAL DISTRICT
Website: www.fvrd.bc.ca

Planning Assistant (Full-Time)

Competition #2010-11

The Fraser Valley Regional District is inviting applications from qualified candidates to fill a full-time position of Planning Assistant to work in our Forward Planning Division.

Under the supervision of the Manager of Forward Plans the primary duties of the Planning Assistant are to provide reliable research to support planning projects, administrative and technical support to the planning staff, coordination of planning process and events, liaison with community groups, and communications between Planning, Building, and Administrative staff, as well as Provincial Officials.

Required knowledge, skills and abilities:

- 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 and 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.
- Experience with electronic tracking process and software.
- Excellent computer skills, with a high level of proficiency with Microsoft Office, and experience with publishing software.
- Must be in possession of a valid, unrestricted Class 5 Driver's Licence.

The wage rate for this bargaining unit position is \$24.64 per hour (post probation wage) plus a comprehensive benefit package and pension plan.

If you are interested in this position, please submit a detailed resume, along with a cover letter, indicating your qualifications, by 4:30 p.m. on February 22, 2010 to jobs@fvrd.bc.ca or fax, confidentially, to 604-702-5461. If you wish further information please contact J. Mikuska at 604-702-5000 or toll free (in B.C.) at 1-800-528-0061.

Please visit the FVRD website www.fvrd.bc.ca for further information about our organization.

FRASER VALLEY REGIONAL DISTRICT

CLASS DESCRIPTION

December 2009

1. CLASS TITLE: Planning Assistant
2. PAY SCALE: Pay Group 106
3. DEPARTMENT: Planning
4. ORGANIZATIONAL RELATIONSHIPS:
 - (a) Reports to: Manager of Forward Planning
 - (b) Supervises: No staff supervision
 - (c) Co-ordinates with: Staff in the Planning and Building Department, and other FVRD Departments, Advisory Planning Commissions, Community Groups, General Public, Provincial and Federal Agencies and other Local Governments

5. GENERAL ACCOUNTABILITY:

Under the general supervision of the Manager of Forward Planning, the Planning Assistant works as part of a team to achieve an efficient operation in the Planning Department through providing good customer service, reliable administrative and technical support to the planning staff, reliable research and reporting, co-ordination of planning process and events, liaison with community groups, and communications between Planning, Building, and Administrative staff, as well as Provincial Officials. Complies with the need for security of documents and materials and protects the confidential and sensitive nature of Regional District matters.

6. NATURE AND SCOPE OF WORK:

- a. Provide research to support planning projects.
- b. Coordinate, schedule, set up and generally assist with meetings, public hearings, and other events.
- c. Assist, as assigned and under direction, in the preparation of planning policy documents and official plan amendments.
- d. Co-ordinates and processes the flow of documents between Planning, Building, Engineering and Administrative staff, tracking and recording, assigning file number, scanning and filing, and provides information on status as required.

- e. Respond to initial inquiries directed to the Planning Department. Inquiries may pertain to active planning projects, land use bylaws and plans, permit and other approvals, and may be received from Advisory Planning Commissions, community groups, the general public, realtors, appraisers, builders and developers, government agencies, or other parties.
- f. Under supervision, assist in the initial review of referrals from Provincial agencies and other local governments.
- g. Assist the planning staff in the technical analysis of plans, policies, and development proposals.
- h. Prepare correspondence and reports.
- i. Co-ordinates with the Departmental Secretary the department's document management requirements.
- j. Engages in public relations for the Department, creates informational brochures, ensures information on the website is current and informative
- k. Compile manual and electronic records.
- l. Liaise with other FVRD departments and with provincial and federal agencies as assigned.
- m. Work co-operatively with other staff to enhance the general efficiency of the office(s).
- n. Under direction, assist with the preparation of agenda materials and displays.
- o. Takes and transcribes Minutes in the role of recording secretary as required.
- p. Other related duties as assigned.

7. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. 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 and experience.
- b. Working knowledge or ability to quickly acquire knowledge of standard planning, building and engineering nomenclature, and map compilation and interpretation.
- c. Training or the ability to quickly learn how to use GIS and to read and interpret maps.
- d. 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.

- e. Excellent written and verbal communication skills, with the ability to express thoughts and ideas clearly, and write in a clear, concise and creative manner.
- f. Experience with electronic tracking processes and software
- g. Good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public, and with difficult clients.
- h. Ability to grasp concepts quickly and to interpret complex technical information, policies and procedures and explain them to the public.
- i. Excellent computer skills, with a high level of proficiency with Microsoft Office, and experience with publishing software
- j. Ability to understand the relationships and links between all the tasks and components of work related to the Planning processes.
- k. Exceptional organizational skills with the ability to organize work processes efficiently, multi-task and prioritize work under pressure, and solve problems effectively.
- l. Must maintain excellence in the quality of service and a high degree of accuracy in work.
- m. Must acquire a sound knowledge of FVRD planning legislation, Provincial statutes and regulations and local geography.
- n. Good interpersonal skills, and the ability to maintain effective working relationships and work well within a team as well as independently
- o. Must demonstrate maturity, sound judgement and the ability to handle confidential and sensitive matters with discretion and integrity.
- p. Must be in possession of a valid, unrestricted Class 5 B.C. Driver's Licence.

9. WORKING CONDITIONS:

This is a Union position under the Collective Agreement between the FVRD and the Canadian Union of Public Employees, Local 458. The regular hours of work will be 8:30 a.m. - 4:30 p.m., Monday to Friday, with one hour for lunch. The incumbent will be required to travel in the performance of duties, and may work overtime as authorized.