

POSITION TITLE: Administrative Assistant – Planning and Development

REPORT TO: Planning Supervisor

SUBORDINATE POSITIONS: None

Scope

Reporting to the Planning Supervisor, this position is responsible for providing a high level of customer and administrative support services to the Planning Department, including answering enquiries and maintaining a variety of departmental records.

Job Description

- Provides a variety of administrative and customer service support, including answering telephone and in-person enquiries and drafting correspondence and other Planning and Development related documents.
- Prepares and distributes Municipal Planning Commission (MPC) meeting packages, agenda and other related information as required; notifies impacted landowners of MPC meeting.
- Attends, transcribes and distributes MPC meeting minutes as requested.
- Assists the Development Officer with processing development permit applications and fees, compliance certificate requests, drafts correspondence, notices, advertisements and other related duties required in the administrative of Land Use Bylaw.
- Maintains the records management and filing system by entering planning related information into databases and spreadsheets ensuring that records and files are kept up to date.
- Assists the Municipal Planner as required with subdivision and land use bylaw amendment application process including compiling a list of adjacent landowners and diarizing statutory deadlines; preparing mail outs such as letters to adjacent landowners, utility companies and various government agencies.
- Provides support to other Administrative staff as able.
- Maintains a database for dust control records in the County.
- Updates and maintains a spreadsheet for civic address sign collection and oversees sign distribution.
- Trains and participates, as required, in the Municipal and Regional Emergency Response Plans.
- Performs other related duties as assigned or otherwise delegated and required.

Position Requirements

- Successful completion of Grade 12 or equivalent (GED).
- Diploma in Office Technology or related field is preferred.
- Minimum of 2 (two) years of related administrative experience.
- Prior planning and development experience, knowledge of land titles system and preparation of legal documents is an asset.
- Demonstrated problem solving skills, as well as strong interpersonal, communication and conflict resolution skills are essential.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to work under pressure with frequent interruptions.
- Proficiency in software, especially word processing, database and spreadsheet applications is essential.
- A management approved equivalent combination of education and experience may be considered.