

Position Vacancy: Planning Assistant 2 (Maternity Leave)

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DEPARTMENT:	Development Services	STATUS:	Auxiliary (1yr. Maternity Leave)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$28.91 - \$34.01 per hour + 12% in lieu of benefits

The Development Services Department requires a Planning Assistant to perform a variety of support duties in a team environment. Our successful candidate will provide technical and administrative support to the Division's planners on City-wide, neighbourhood and subject specific policy and development projects. You will also participate in development of the Sign Bylaw, and review, process and approve sign permit applications; provide clerical support for the Secondary Suite Program; research community planning issues and prepare background reports; organize, and prepare materials and provide clerical support for public and committee meetings; provide service excellence in answering public inquiries and provide information to the public and City staff about policy projects, zoning and other regulations, bylaws and policies; and may review development applications for compliance with City regulations and policies.

Requirements include:

- A degree from a recognized post-secondary institution in Applied Planning, Community Planning, Geography or other related field, plus sound related experience, preferably in a Municipal Planning Department, or an equivalent combination of training and experience.
- Knowledge of the relevant sections of the Local Government Act, the Zoning Bylaw, the Official Community Plan, and other regulations, bylaws and policies applicable to the work.
- Sound knowledge of departmental functions, objectives, policies and procedures.
- Some knowledge of basic planning principles.
- Ability to read, understand and interpret various construction plans and specifications.
- Ability to process and approve sign permit applications and related development variance permit applications, to explain the Sign Bylaw, to investigate related complaints and liaise with other staff in the enforcement of same.
- Ability to employ contemporary service excellence principles and provide a variety of detailed information, assistance and interpretations when liaising with internal and external contacts.
- Ability to perform research in support of planning issues, to prepare concise reports and to maintain records.
- Ability to perform assigned duties with minimal supervision and to provide guidance to junior staff as required.
- Ability to function effectively as a team player.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Ability to effectively use the MicroSoft Office Suite of products (Word, Excel, PowerPoint and Outlook), graphics software (InDesign, Illustrator, Photoshop, Picassa and Bridge), as well as Tempest. Preference for those with GIS experience.
- Valid BC Driver's license.

Apply by sending your resume quoting **competition #15-32, by April 10, 2015** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*