

# PLANNING ASSISTANT

## (ELECTORAL PLANNING & DEVELOPMENT) (FULL-TIME)

### Competition #2023-20

May 5, 2023



The Fraser Valley Regional District (FVRD) is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We are looking for a customer service-oriented, team player for the position of Planning Assistant. You will be working closely with our Planning team to assist with all parts of the planning process including responding to property inquiries from residents; reviewing applications in conjunction with our bylaws and policies; assisting with planning files from setting up the initial files, gathering information, tracking the files throughout the Planning process, and updating the files in Tempest once completed. If you have a knack for organization and thrive on working in a fast-paced environment, keep reading.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing professional development opportunities for our staff. If you love working with the community and have a desire to learn, you will fit right in.

The ideal candidate must have:

- » 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/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;
- » Good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public, and with difficult clients;
- » Ability to work effectively both independently and as part of a team, and exercise good judgement;
- » Ability to handle confidential and sensitive matters with direction and integrity;
- » A valid Driver's License;

The start rate for this Union position is \$26.41 per hour plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.08 per hour.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Quote **Competition #2023-20 and send, in confidence, by 4:30 pm on May 26, 2023**, to [jobs@fvrd.ca](mailto:jobs@fvrd.ca).

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*