



JOB POSTING

Planning Assistant – Development Services

COMPETITION NO:	2017-062
TERMS:	Permanent Full-Time
HOURS OF WORK:	35 Hours per Week
APPLICATION DEADLINE:	4:00 p.m., November 9, 2017

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

The Role:

This position will be of interest to an individual who is resourceful and enjoys working in a challenging team-oriented environment. Responsibilities are diverse and involve assisting with planning applications, building permit zoning reviews, and external agency referral comments. The Planning Assistant will research and process minor development applications, including preparation and referral of bylaws, legal notices and agreements; preparation of letters and correspondence; cash receipting; and updating and maintaining Tempest files as a Super User. Additional responsibilities include answering public enquiries related to land use and planning processes, coordination of Planning Reports, assistance with preparing presentations, preparation of zoning and other land use maps and preparation of notices on titles.

You are an experienced professional with:

Required Education and Experience

- Completion of a diploma in a planning related discipline such as geography, urban development, sustainable development etc. plus 2 years' relevant experience in a planning/zoning/development environment
- An equivalent combination of education and experience may be considered
- Working knowledge of basic planning legislation, land use bylaws/regulations, and regulatory responsibilities
- Working knowledge of building permit and land use application processes
- Experience conducting research and collecting data on a variety of current and long-range planning and development related topics
- Working knowledge of the divisions of authority, provincial regulations and regional district bylaws and policies related to planning
- Technical experience using MS Office and Web mapping software /ArcGIS
- Working knowledge of Vadim and Tempest, with preference to experience as a Tempest Super User
- Familiarity with I-Compass: Civic web, Filepro, Action tracking is an asset
- Familiarity with local government customized software programs: LTSA, eDAS (MoTI), ALC Portal is an asset

Required Skills and Abilities

- Ability to exercise courtesy, diplomacy, and tact in dealing with officials of business, Regional District staff, government, and the public
- Ability to pay attention to detail and exercise consistent judgment in dealing with a variety of planning matters
- Ability to use oral, written, and interpersonal skills effectively to clearly explain rules and procedures to the public and work with other employees
- Ability to work well as part of a team and independently with little supervision as required
- Ability to work on a number of projects simultaneously, establish priorities, and meet deadlines
- Ability to establish and maintain effective working relations with other employees, professionals, and the public as necessitated by work assignments
- Ability to comprehend bylaws, and short- and long-range plans of the Regional District as they relate to projects

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The placement of the Planning Assistant is at Pay Grade 5 (TO BE CONFIRMED), which is \$1,806.56 to \$2,066.95 biweekly.

Please email your application to humanresources@tnrd.ca by
4:00 p.m. on November 9, 2017 quoting Competition No. 2017-062.
Applications **must include a cover letter and a resume** outlining your qualifications and experience.

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

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