



**PLANNING & DEVELOPMENT SERVICES COORDINATOR (EXEMPT)  
ONE-YEAR TERM (With Possibility of Extension)**

The Village of Telkwa is seeking a dynamic individual to take on the role of Planning and Development Services Coordinator. This is a professional level administrative position entailing a variety of responsibilities, executed within tight deadlines and often involving confidential information. Superior time management and multi-tasking skills are essential in order to balance the needs of the organization while addressing the needs of the community and general public.

This position provides support to Senior Management, the Approving Officer, contracted Building Inspectors, and the Bylaw Enforcement Officer. The Coordinator must have advanced knowledge of administrative processes and procedures related to municipal planning, building inspections, development services.

Responsibilities include a variety of duties, such as: composing and preparation of correspondence and reports; development and maintenance of development services records; advising the public on enquiries, application procedures for building permits, development permits, development variances, rezoning, land use and development bylaws, etc.; creating and maintaining templates, policies and procedures; providing administrative assistance to all departments, and performing general office duties including providing front counter and reception support as and when required.

Strong professional verbal and written communication skills are essential. This role requires significant multi-tasking abilities and initiative to effectively coordinate a variety of demands, tasks and projects.

Ideally, the successful candidate will possess post-secondary education related to local government, with previous experience in municipal government administration, planning and development services. A thorough understanding and working knowledge of BC legislation and regulations is required including: *Community Charter, Local Government Act, Freedom of Information & Protection of Privacy Act, BC Land Titles, etc.*

The salary range for this position is \$34.19 - \$42.86, plus 13% in lieu of benefits. The full job description is available at [www.telkwa.ca](http://www.telkwa.ca).

Please submit a resume and cover letter, including three relevant references, to the attention of Debbie Joujan, Chief Administrative Officer: by e-mail, to [debbiejoujan@telkwa.ca](mailto:debbiejoujan@telkwa.ca); by facsimile, to (250) 846-9572; or by mail, to Box 220, Telkwa, BC, V0J 2X0. The closing date is **Thursday, April 18, 2024 at 4:00 pm.**

*We'd like to thank all applicants for their submissions; however, only those shortlisted will be contacted.*