

<b>DEPARTMENT:</b>	<b>Planning and Development</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>20-35 hours per week</b>	<b>SALARY:</b>	<b>\$27.30 - \$31.95 per hour + 12% in lieu of benefits and vacation</b>

The City of New Westminster is looking for an auxiliary Planning Clerk to join the Planning Division of the Development Services Department. You will independently perform moderately complex clerical work that requires knowledge of the division functions, procedures and policies. The work involves preparation of agendas, minutes and public notices; assisting with Council report delivery, and document registration; and posting website updates. You will also act as general office assistant to the division staff and managers, arranging meetings, and maintaining records and files for development and tree permits. This role also involves providing information and assistance to internal and external contacts on an as needed basis. Work is performed under moderate supervision and reviewed by a supervisor in terms of conformance with sound practices and procedures.

### Requirements include:

- Completion of grade 12 supplemented by post-secondary courses and/or certificates in office administration, business practices, basic financial record keeping, plus sound related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the regulations and procedures applicable to development permit and tree permit processing.
- Preferred experience in municipal permitting, record keeping and reporting software (Tempest, Prospero, EDMS, Provox).
- Strong familiarity with contemporary principles of professionalism and customer service excellence, and ability to apply these to difficult and contentious interactions.
- Some knowledge of the Local Government Act, Community Charter, and municipal bylaws and policies an asset.
- Ability to establish and maintain effective working relations with a variety of internal and external contacts and to explain rules, regulations and policies as they relate to the work.
- Ability to relieve superiors of administrative detail, to make decisions in accordance with the applicable procedures, policies and regulations, compose routine and non-routine correspondence.
- Extensive experience and/ or training in computer and word processing systems (Microsoft Suite), and minimum typing speed proficiency of 55wpm.
- Experience and/ or training in minute taking an asset.
- Thorough knowledge of business English, spelling, punctuation and arithmetic, as well as knowledge of modern office practices and procedures.
- Excellence in attention to detail and ability to work with moderate supervision and to recommend and implement new and improved office methods and procedures related to the work which meet the needs of the division.

Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by October 22, 2024.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*