



DISTRICT OF SAANICH
PLANNING DEPARTMENT
ADMINISTRATION

SENIOR PLANNING CLERK 3 Year Term; Full-Time Position

If you are customer service driven and enjoy working as part of a team, the District of Saanich has an opportunity for you. The Senior Planning Clerk provides advanced clerical and administrative support to the Supervisor-Planning Administration which is integral to the efficient operation of the Planning Department. This position is responsible for guiding the application of administrative procedures, spearheading process improvements, and acting as vital resource for specialized planning applications. Other duties involve acting as a subject matter expert for related applications; generating, formatting and proofreading reports, letter, memos, permits, forms and other materials from rough draft to final copy; designing and creating databases using municipal database programs for data input, output, and the collation of information and statistics.

The ideal candidate thrives in a deadline driven environment where multitasking, accuracy and attention to detail are essential. Previous local government or land development experience is an asset.

Requirements include: grade 12 or equivalent plus a certificate in office or business administration; two years of experience in an administrative capacity within a planning or municipal setting; experience or training in standard computer applications such as Microsoft Office Suite and internet; familiarity with standard computer applications and graphic design software; demonstrated ability in customer service and handling financial transactions. An equivalent combination of education and experience may be considered.

This is a C.U.P.E. Local 2011 position with a wage of \$39.72 per hour with an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45 p.m. on January 26, 2025 quoting competition 24350.** In addition to the interview process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. **We thank all applicants for applying. Only those under consideration will be contacted.**