



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Planning Assistant 2

Would you like to be part of a dynamic local government team that handles contemporary planning issues? The City of Delta is looking for a detail-oriented and skilled Planning Assistant 2 to support municipal planning work within the Development Department.

Reporting to the Manager of Development Planning and/or Manager of Priority Projects, the Planning Assistant 2 will:

- Prepare drawings, maps and graphics for use in reports, documents, handouts and other materials;
- Maintain and update zoning and land use maps as well as assign civic addresses for new development;
- Maintain and update the Department's website and online content;
- Answer internal and external development-related enquiries from the public and applicants;
- Review and process sign permit applications and provide support to planning staff on land use applications;
- Assist in the preparation of materials and support public engagement events and consultation processes related to development and community planning projects;
- Provide administrative and records management support; and
- Perform other related duties and work as required.

We are looking for someone with an understanding and interest in planning and development and who:

- is a self-starter with plenty of initiative;
- enjoys providing excellent customer service;
- has strong organizational and communications skills;
- demonstrates aptitude in problem-solving and excels in a fast-paced environment;
- has an interest in local government planning and development;
- has an understanding of local government policies, bylaws, and regulations;
- has technical strength in relevant software packages (e.g. GIS, Adobe Creative Suite and/or AutoCAD);
- wants to contribute to a fun and productive workplace atmosphere; and
- has a valid Class 5 Driver's License for BC.

If you're a proactive individual who thrives in a fast-paced environment and is passionate about local government and urban planning, this is the perfect opportunity for you.

The City of Delta provides a competitive salary of \$37.20 - \$43.78 per hour (commensurate with experience) and a benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at www.delta.ca/employment, to competition **#25-72 EX** by **April 20, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.