

# BUILD A CITY. BUILD A FUTURE.



## ASSOCIATE PLANNER - DEVELOPMENT PLANNING REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

### SCOPE

We are currently hiring for an Associate Planner who will play a key role in processing a wide variety of development applications and work under the general direction of a professional Planner. Associate Planners are responsible for a broad range of exciting assignments in current planning. This position focuses on creating a positive customer experience for homeowners and developers in the development application process and works closely with the public on inquiries. As part of the Planning team, you will work with a wide range of individuals, interdepartmental teams and organizations in helping to achieve quality outcomes in a rapidly growing community.

### RESPONSIBILITIES

- The Associate Planner will be responsible for processing development applications including rezonings, development permits, variances of basic to intermediate complexity.
- Writing planning reports with application recommendations to City Council.
- Providing customer service by responding to enquiries and correspondence on planning matters.
- Supporting planning staff with research and undertaking independent studies.
- Attending, assisting and conducting public meetings.
- Liaising with various staff and stakeholder groups.
- Performing other related job duties as required.

### QUALIFICATIONS

- Master's degree in Planning or in a related discipline from a recognized post-secondary educational institution with a minimum of 6 months of related experience; or a Bachelor's Degree in Planning or in a related discipline with a minimum of two years' related experience.
- An equivalent combination of education and experience may be considered.
- A valid and unrestricted driver's license is an asset.
- Eligibility for membership with the Canadian Institute of Planners.

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## OTHER INFORMATION

Pay Grade: 27

Hourly Rate: \$47.52

Pay Steps	Hourly Rates
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84

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