



Position:	Planning and Development Assistant
Department:	Planning
Reports to:	Manager of Planning Applications
Position type:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Seasonal <input type="checkbox"/> Contract
Work location:	Administration Building – High River

Position Overview

Reporting to the Manager of Planning Applications, the primary role of the Planning & Development Assistant is to assist in the multifunctional environment of the Planning Department and to provide administrative and clerical support for the processing of land use bylaw amendments, subdivision, development permits and business license applications.

Key Duties & Responsibilities

- Provide back up support to receptionists/clerks including answering and directing phone calls, greeting and assisting visitors, distribution of mail, receiving and processing payment of various charges and data entry.
- Assist and support the Business Licensing Officer with receiving and processing business license applications, including answering phone calls, receipting and data entry and approving/issuing Business Licenses if appointed as a Business Licensing Officer.
- Open, close and maintain files associated with planning applications.
- Input all necessary data into the municipal databases and spreadsheets regarding the amendment of the Land Use Bylaw, subdivision, development, business licenses and deposits related to planning department requirements.
- Circulate, post and direct mail all required notices and correspondence to stakeholders, the public, Council, and staff related to planning applications and long-range planning projects.
- Ensure required public notices are undertaken within required timelines related to all planning activities.
- Prepare and submit requests for service, discharge of encumbrances, document registrations and other functions related to the Land Titles Office.
- Respond to and process requests for letters of compliance and zoning, including research, processing of payments, and signing letters of zoning once approved and letters of compliance if Development Authority is granted.
- Assist with the development and delivery of communications regarding department policy and procedure to various County departments, Council, and the public.

- Support the legislation function of Council in creating and distributing Council meeting minute correspondence letters pertaining to planning applications and other department matters.
- Ensure department application forms, information documents and communications materials are current and available for the public, Council, and staff.
- Maintain and update the County's Land Use Bylaw.
- Correctly file documents while providing maintenance and upkeep of the Land File room.
- Assist landowners and the general public in-person, by phone, and in writing with general planning and development related inquiries including but not limited to; redesignation, subdivision and development permit application submission requirements and processes, application status, zoning and land use bylaw questions.
- Assist and support department events and functions such as open houses and public consultation opportunities.
- Assist planning department staff with inquiries, research, special projects, and other tasks as assigned.
- Actively participate in meetings related to department activities and safety.
- Perform other duties as assigned from time to time.

Qualifications

Education

- High School Diploma or GED equivalent.

Experience

- Minimum 4 years of experience in a fast paced, multi-tasking, deadline-oriented work environment where the provision of excellent service to the organization and the public is considered top priority.

Certifications

- Valid class 5 Driver's License.

Competencies & Skills

- Proficient in Microsoft Office Suite and adobe applications, familiar with GIS applications such as ArcView.
- Demonstrate exceptional work ethic, reliability, and accountability.
- Ability to multi-task.
- High level of interpersonal skills, diplomacy and professionalism including strong oral and written communication competence and customer service skills.

- Sound judgement and decision-making, effective problem-solving abilities, time management and above average organizational skills are required.
- Ability to work as a team in a fast paced, deadline driven environment.

The following are considered *assets* to be successful in this position.

- Post-secondary education or related experience in the areas of planning, government administration, legislative services or a related field.

Working Conditions

- The physical demands include those associated with working in an office setting using computers and associated technologies, such as photocopiers, printers, and stuffing machines.
- Must be able to reach for and lift up to fifty pounds.
- Ability to drive County vehicles to attend open houses and other events related to department matters.