



*... 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 Licence 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 \$39.85 - \$46.90 and a comprehensive benefits package, including a Defined Benefit Pension Plan with Special Agreement option (Municipal Pension Plan). Interested applicants are requested to apply online by **April 24, 2026** to competition **#26-83 EX**.

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