



Job Description

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| Title: | Planning Assistant (Summer Student) |
| Department: | Planning |
| Date: | March 5, 2019 |
| Supervisor: | Director of Planning and Development Services |

General Description of work

Under the direction of the Director of Planning and Development Services, the Planning provides some technical support to the SLRD Planning and Development Services Department.

Major Responsibilities

- Provide data inputting with respect to historic building permit application files.
- Research historic building permits to determine compliance with the Agricultural Land Commission regulations.
- Update the permit tracking system electronically.
- Conduct file searches and property information searches as required.
- Track applications and departmental statistics.
- File management and research.
- Carry out special projects as assigned by the Director of Planning and Development Services pertaining to land use and community development matters.

Minimum Qualifications

- Post-secondary education. Excellent Microsoft Office software skills (particularly Word and Excel, and preferably, Publisher), or an equivalent combination of education and experience.
- Keen attention to detail is the most important skill required for this position.
- Ability to work with minimal supervision.
- Ability to positively contribute and work in a team-oriented environment.
- Excellent organizational, administrative and computer systems knowledge and skills.
- Excellent verbal, written and interpersonal communication skills.

- An ability and willingness to identify what needs to get done, and to initiate positive improvements.