



ROCKY VIEW COUNTY

Planning Assistant

Job Type: Temporary Full Time

Location: Rocky View County

City/Province: Calgary, Alberta, Canada

Number Of Positions: 1

Closing Date: May 22, 2022

Start Date: June 13, 2022

End Date: June 30, 2023

Salary: \$59,617.00 - \$70,050.00/Year

Are you looking for an entry-level position in Municipal Planning? We can offer you an opportunity to grow professionally with a diverse workload and strong mentorship in a collaborative team environment. This position also provides for paid training opportunities and a competitive benefits package.

What we need:

We are looking for 1 Temporary Full-time Planning Assistant (1 year term). Rocky View County's diverse communities are continuing to grow, and our Planning department is working with our Council to reassess its growth strategy against the backdrop of the Calgary Metropolitan Region Board.

As one of our Planning Assistants, you will be responsible for a variety of planning, development, and office support work. The ability to manage your time and prioritize your tasks is crucial for this fast-paced, but rewarding position. You will provide advice to internal customers and the public on a range of technical and procedural matters relating to development permits and planning applications. You will also have the opportunity to process simple development files, together with supporting the department on a wide range of Policy, Planning and Development projects.

Core Accountabilities:

Customer Service

- Assist Planning customers with a variety of planning and development related enquiries including, but not limited to: zoning, redesignation processes, subdivision processes, development permits, application status, land use bylaw questions, and various general concerns and complaints.
- Manage inquiries made to the Planning department.
- Act as the primary contact for pre-application meeting scheduling and related record keeping following meetings.
- Act as the first contact for subdivision endorsements, distributing applicant submissions and communicating with applicants on endorsement progress and any additional required information.
- Provide appropriate planning and development permit information to the public in-person, by phone, and in writing, noting applicable processes and regulations. Provide assistance to the planning and development permit process, including research of historical information and other relevant assignments.
- Reduce the necessity to direct phone calls to individual Planners and Development Officers by answering questions wherever possible, and directing customers to the relevant person or department, as needed.
- Tend to all customer concerns and questions with respect and professionalism.

Application Processing

- Participate in pre-application meetings with developers/applicants to discuss proposed applications, as required.
- Receive development permits and planning applications, subdivision endorsements, and requests, ensuring all relevant documentation is included at time of receipt.
- Act as the file manager for minor development permit and planning applications, and meet with applicants when necessary.
- Process minor applications, including circulations to internal departments, and external agencies.
- Review conditions of approval that address specific development permit applications.
- Prepare a variety of notices and correspondence on decisions, agendas, notices and advertisements, including appeal documentation.
- Meet processing deadlines in accordance with legislation and/or County standards.
- Investigate violations of planning and development regulations, including site visits.
- Issue Certificates of Compliance and Confirmations of Land Use upon ensuring that all details have been thoroughly reviewed and are accurate.
- Review files on an ongoing basis to see if extension letters are required and initiate the necessary correspondence.
- Undertake site visits and complete related inspection reports for the purposes of development permit applications.
- Present to relevant board and committees, as required.

Administrative

- This position requires excellent organizational and time management skills.
- Collaborate with internal agencies, external agencies, and citizens.
- Perform routine office tasks including data entry, file management, copying, etc.
- Maintain development permit files, related statistics, and update computer records.
- Assist in the preparation of statistical or internal department reports, correspondence, planning maps, and presentation materials.
- Coordinate the update of development permit notifications, advertisements, and planning projects on the County's web page.
- Supply internal assistance/discussions with other departments regarding Land Use Bylaw issues.
- Provide ongoing dialogue with applicant to ensure conditions are met prior to issuing permit.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Provide support to the section and department as required.
- Perform other duties and special projects as assigned.

Position Requirements:

Post secondary education in a related field and experience in municipal planning are preferred.

- Familiarity of Municipal Government Act sections and requirements relevant to the position.
- Ability to demonstrate excellent organizational, prioritizing, time management skills and problem-solving skills.

- Possess a pleasant personality with an ability to maintain harmonious relations with employees and external customers.
- Highly developed communication skills, with an excellent telephone manner.
- Show initiative to assist customers to meet their needs.
- Develop a working knowledge of the Planning department's functions.
- Have good written composition, grammar, spelling, and clarity.
- Possess an ability to follow broad guidelines, think critically, and seek out information.
- Possess an ability to maintain confidentiality regarding matters that affect the department and the County as a whole.
- Demonstrate knowledge and experience of basic computer functions as well as basic keyboarding skills.
- Proficiency in MS Office (Outlook, Word, Excel, Power Point, and Access).
- Ability to become comfortable and proficient with a variety of information tools including GIS, application software, and various databases.

Interested applicants are invited to apply direct to <https://www.rockyview.ca/careers>.

Applications are due by 10 pm MST on the closing date.

We thank all applicants for their interest; however only those selected for interviews will be contacted.