

DEPARTMENT:	Climate Action, Planning & Development (CAPD)	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$52,121 – \$61,252 annually plus benefits (2021 rates)

The Climate Action, Planning and Development department is looking for an enthusiastic Planning Assistant. You will provide administrative support to Planning Division staff on citywide, neighbourhood, and subject specific projects. You will be primarily engaged in tasks such as taking in and setting up development application files; preparing and circulating referral memos and other template documents; preparing and distributing letters and other correspondence to external applicants and agencies; documenting permits and supporting the issuance of permits; providing customer service in-person, by phone and over email; filing documents into EDMS and Tempest; and, other clerical and administrative tasks assigned by supervisor.

If you have the following characteristics and qualifications, we want to hear from you:

- Grade 12 supplemented by supplemented by technical courses related to the work, some experience as a Clerk 2; or an equivalent combination of training and experience.
- Sound knowledge of the bylaws, regulations, policies, practices and procedures applicable to the work.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, and to employ contemporary service excellence principles.
- Ability to explain and apply various procedures and to assist various contacts on matters related to the work.
- Ability to maintain records using working knowledge of permitting and file management methods and tools (EDMS and Tempest) applicable to municipal planning work.
- Skill in the use of MS Office software (MS Word, MS Excel, MS PowerPoint)
- Strong written and verbal communication as well as listening skills.
- Ability to work independently with minimal supervision, and effectively as part of an integrated team.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by April 18, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-67**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.