

Job Description

Title: Planning Assistant
Department: Planning
Affiliation: Nonunion
Supervisor: Manager of Planning
Supervised: None
Date: July 3, 2019

POSITION SUMMARY:

The Planning Assistant provides administrative support for the Planning Department. The position is responsible for processing and filing building permits. As well the position provides administrative support for by-law enforcement. When required the Planning Assistant also serves as a backup for other positions.

DUTIES & RESPONSIBILITIES:

Specific

1. Provides administrative support in the Planning Department in processing applications and amendments for the Committee of Adjustment, Lakehead Rural Planning Board and Council.
2. Provides administrative support to the Chief Building Official and the By-Law Enforcement Officer.
3. Prepares planning notices, mailings, mapping and meeting minutes.
4. Assist with the preparation of agendas, minutes, packages and resolutions for planning meetings.
5. Attends meetings when required and may record proceedings.
6. In conjunction with the Administrative Assistant supports the Deputy Clerk to prepare Council agendas, minutes, packages and resolutions and to file, maintain and archive corporate records.
7. Receives walk-in traffic and directs accordingly.
8. Orders office supplies.
9. Serves as backup for the Human Resources Clerk in providing administrative support to the Fire Department, including service activity recording in software such as FirePro, and for health and safety and new employee orientation.
10. Serves as backup providing support to the Public Work Department in the operation of the service request system.
11. Maintains filing system for work performed.
12. Maintains databases and manuals.
13. Assists management in developing forms, systems and policies governing planning subjects.
14. Serves as backup for other positions, primarily the Administrative Assistant position.
15. Assists management in maintaining financial records for the Lakehead Rural Planning Board.

16. Performs miscellaneous job-related duties as assigned.

General

1. Performs a variety of general clerical duties, including telephone reception, mail distribution and other routine functions.
2. May serve as backup for other positions as necessary.
3. May take minutes at meetings.
4. Ensures confidentiality of work-related information.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

1. College diploma in office administration or related field with two years of experience or equivalent combination of education and experience
2. Knowledge of regulatory processes including permitting and licensing
3. Ability to understand rules and explain to others
4. Ability to analyze and solve problems
5. Ability to deal with the public and other staff in a courteous and tactful manner
6. Good communication and computer skills, including database and website programs

WORKING CONDITIONS:

1. Generally works in an office environment
2. Occasionally some light physical activity
3. No or very limited exposure to physical risk

PREPARED BY:	Wayne Hanchard
APPROVED BY:	CAO/Clerk
VERSION DATE(S):	new