

Date: April 16, 2013



DEVELOPMENT SERVICES (Student Position)

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Development Services

Coordinates with: Management and Development Services Staff

2. KEY RESPONSIBILITIES

Under the direction of the Director of Development Services an employee in this position will be responsible for assisting the Development Services department with an emphasis on Planning and will provide support to Building Inspection, Bylaw Enforcement and Engineering when required.

• **General Duties:**

- Conducts research for development requests and Development Services projects
- Assists with the preparation and updating of department forms and procedures
- Assists with typing Development Services correspondence
- General data input and other computer related tasks as directed
- General support to development services and engineering staff on development related projects
- Assists with preparing and processing development requests
- Assists with organizing, preparing and monitoring development proposals/applications
- Assists with preparing/drafting zoning and OCP amending bylaws
- Assists with preparing and monitoring advertising and filings of development applications
- Complete title searches through Land Titles Office
- Take notes/minutes at meetings
- Assists with organizing and maintaining subdivision files, district plans, drawings and mapping materials

3. REQUIRED QUALIFICATIONS

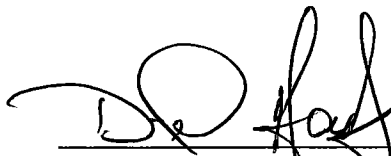
- General knowledge/understanding of local government planning functions.
- Good knowledge of modern office practices
- Able to operate a variety of standard office equipment, microcomputers, software etc.
- Able to be polite, tactful and courteous in dealing with the public and maintain a neat in appearance
- Able to establish and maintain an effective working relationship with department officials and other members of staff
- Able to perform arithmetic and mathematical computations with speed and accuracy
- Able to type accurately
- Good knowledge of business English, spelling and punctuation
- Have an acceptable combination of education, training and experience with microcomputers
- Must be able to work without direct supervision from time to time and therefore must be able to plan and carry out own work schedules and priorities when required

4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of one year post-secondary training in the field of planning or geography or an equivalent combination of education or experience
- Valid Class 5 BC Driver's License
- Criminal Records Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

5. WORKING CONDITIONS

- As per the Collective Agreement, and Policies and Procedures of the District of Kent



Daniel Gaudet, Unit Chair, CUPE 458

Date: April 16, 2013



Wallace Mah, Chief Administrative Officer

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