

# RDCO Job Description



**Position Title:** Planning Services Student      **Division:** Community Services  
**Reports To:** Director of Community Services      **Date:** March 14, 2018

## Job Purpose/Summary:

The position is focused on assisting Planning Section staff with respect to long-range projects and current development applications. The student will be expected to assist other staff in the Community Services Department on various projects and activities as well as being responsible for day-to-day planning duties such as coordinating meetings, research, and assisting the public.

## Principal Accountabilities:

Assist Planning staff by:

1. Responding to public and agency inquiries/complaints by providing information and education regarding land use regulations, local bylaws and provincial legislation.
2. Providing technical support for projects and development applications.
3. Preparation of land use referrals and Board reports by researching, gathering information and drafting material for Planning staff review.
4. Updating Planning section records (electronic and paper files).
5. Other related duties as assigned.

## Reporting Relationships:

Direct Reports:

## Dimensions: (Annual/approximate)

## Knowledge, Skills & Experience

### Educational Background Required:

- Completing studies in a recognized Planning Degree Program or related field.
- Valid BC Driver's Licence with record of safe driving.

### Experience Required:

- Time management and organizational skills.
- MS Office and basic accounting.
- Vadim, GIS, ArcMap and internet mapping preferred.
- Knowledge of bylaws and other government legislation and procedures.

## Working Conditions:

- **Physical Effort:** Occasional lifting and carrying of office supplies, intermittent keyboarding.
- **Physical Environment:** Office environment.
- **Mental Stress:** Multi-tasking, meeting deadlines, & occasional confrontational situations with the public. Attention to detail to ensure material provided to the public and agencies are accurate.
- **Sensory Attention:** Periods of concentration for detailed administrative and technical duties while dealing with frequent interruptions.