



EMPLOYMENT OPPORTUNITY

DEVELOPMENT SERVICES CLERK – Permanent Full Time (Pay Grade 6)

The City of Rossland has an opening for a permanent full-time position for a Development Services Clerk.

Reporting to the Manager of Planning and Development, the Development Services Clerk performs general tasks relating to the City's Planning and Development Services Department by providing administrative and clerical support to the planning, building and bylaw functions of the Department. The position will also assist the Corporate Services and Finance Department as required by completing general secretarial, clerical and reception work, under limited supervision from the appointed supervisor. A full Job Description is attached for reference.

This is a CUPE Local 2087 Bargaining position with salary and benefits pursuant to Paygrade 6 of the Collective Agreement.

Interested candidates are invited to submit their resume with a covering letter by email on or before noon on Friday, December 20, 2019 to:

Cynthia Anonuevo, Deputy Corporate Officer
City of Rossland
Box 1179, 2196 LeRoi Avenue
Rossland, BC V0G 1Y0
email: dco@rossland.ca



DEVELOPMENT SERVICES CLERK

(Pay grade 6)

DEPARTMENT: Planning and Development

SUMMARY:

Reporting to the Manager of Planning and Development, the Development Services Clerk performs general tasks relating to the City's Planning and Development Services Department by providing administrative and clerical support to the planning, building and bylaw functions of the Department. The position will also assist the Corporate Services and Finance Department as required by completing general secretarial, clerical and reception work, under limited supervision from the appointed supervisor.

DUTIES AND RESPONSIBILITIES:

Planning and Development:

- Assists the Planning Department and Building Inspection Department with applications and filing by providing general administrative and clerical support.
- Assists in the preparation of reports, correspondence and presentations for approval of the Director of Planning and Development and other department staff.
- Responds to telephone and in-person enquiries from developers, real estate agents, property owners and the public.
- Under the direction of the appropriate supervisor, undertakes required application referrals to external agencies and internal departments; records and tracks progress of referrals.
- Provides basic interpretation and information regarding zoning and building bylaws, development and development variance permits, and/or other standard planning practices to the public.
- Responds to requests from property owners regarding status of planning and development and building permits.
- Monitors the department's administrative processes, including the assistance of preparing notice on title documentation for Building Inspectors, records and monitors various application dates and deadlines, assembles monthly reports of departmental activities, including statistical information derived from the database, for distribution to outside agencies, and prepares meeting agendas, and records and transcribes minutes for advisory committee meetings and public hearings.
- Books newspaper advertisements for public hearings, meetings and events
- Maintains display materials and information for public presentations such as public hearings, information meetings, workshops and open houses.
- Liaises with the Corporate Services and Finance Departments to ensure payment of any applicable application fees, fines, payments, and Bonds are completed.
- Creates and produces brochures, forms and templates using various software programs.
- Acts as the main administrative support resource for the City's Sustainability Commission.
- Acts in a supporting capacity to other City-lead initiatives regarding climate change and environmental change management.
- Ability to work outside normal office hours, including weekends and evenings, when/where required

Other:

- Assisting other City departments with general administrative support, including, but not limited to, monitoring the City email, phone system, office equipment, performing a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail, photocopying, monitors and orders office supplies etc.
- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Assists other City department heads and staff with research tasks and compiling reports.
- Assisting other office staff as may be required.
- Other duties that may be assigned.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Completion of Grade 12.
Office Administration Diploma or equivalent experience and education.
Previous office or municipal office experience an asset.

Experience:

Licences/Certificates

Specific Skills

Competence in general office procedures and proficient use of office equipment and computers, acquired through generally recognized course work, practical work experience or a combination of both.
Self-motivated and able to work without close supervision.
Excellent verbal, written and communication skills.
Well organized and detailed oriented.

Special requirements:

Ability to work outside normal office hours, including weekends and evenings

DESIRABLE:

Education:

Diploma or Degree

Experience:

Two years related experience

Licences/Certificates:

Specific Skills

Exceptional verbal and written communications skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.
Have interest or knowledge of land use planning principles and Provincial legislation regarding land use and development.
Have interest or knowledge in community sustainability and climate change related initiatives.
Experience maintaining basic websites.
A demonstrated commitment to continued learning and development.
Experience planning and coordinating events and/or projects.