

**PLANNING ASSISTANT**  
(ELECTORAL AREA SERVICES) (FULL-TIME) (UP TO 2)  
Competition #2024-44  
November 6, 2024



---

The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Mission to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We are looking for a customer service-orientated, team player for the position of Planning Assistant. Under the direction of the Manager of Planning, the successful candidate will work as part of the Electoral Area Services team and will be the first point of contact for all general counter, email or telephone inquiries for the Planning Department. Duties include tracking a large number of documents and files through various processes between planning, building and administrative staff, requiring attention to detail and deadlines; accepting, processing, and assisting with the setting up of the initial files, gathering information, tracking the files through the planning process, and maintaining documentation on our property management software.

We offer a positive and supportive work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff. If you love working with the community and have strong leadership skills, you will fit right in.

The ideal candidate must have:

- » Post-secondary education, preferably a diploma or degree related to Planning or comparable local government experience, plus administrative experience in Planning, Legal, Local Government or a similar environment, or an equivalent combination of education/experience;
- » Working knowledge or ability to quickly acquire knowledge of standard planning, building and engineering nomenclature, and map compilation and interpretation;
- » Working knowledge or the ability to quickly acquire knowledge of land title and registry
- » Procedures and the administration of real property and familiarity with folio information such as BC Assessment data and the use of a land-based property information system;
- » Excellent written and verbal communication skills, with the ability to express thoughts and ideas clearly, and write in a clear, concise and creative manner;
- » Good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public and with difficult clients;
- » Must demonstrate maturity, sound judgement and the ability to handle confidential and sensitive matters with direction and integrity;

The start rate for this Union position is \$27.08 per hour (2024 rate) plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.85 per hour (2024 rate).

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit [www.fvrd.ca/careers](http://www.fvrd.ca/careers) to apply for this competition by 4:30 p.m. on November 27, 2024.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*