

DEPARTMENT:	Planning and Development - Building	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$36.09 to \$42.45 per hour (2024 rates) + comprehensive benefits package

The City of New Westminster is searching for a self-motivated Planning Assistant 2 to be a part of our Planning and Development Systems team within the Planning and Development Department. The role will provide technical and clerical support in areas such as process and system enhancement, document organization, basic research and assembly of background material, and document creation to support understanding of development application processes. Come join our progressive team and directly shape the future of this great little city!

Your responsibilities will include:

- Creating, maintaining, and streamlining development application process documents such as manuals, checklists, and procedures, tailored for City staff and public use.
- Coordinating online and in-person consultation events and meetings, including scheduling, logistics, and communications.
- Project graphics, website, and online Development application portal management and maintenance.
- Preparing communications and correspondence for internal and external circulation.
- Background policy research, data collation, and basic analysis or reporting.
- Maintaining and managing files and administration items for the professional team.
- Utilize records and data to update data-driven dashboards for internal and external use.
- Interpret policy and procedures to respond to basic inquiries on the development application process
- Ensure departmental records are accessible to staff and the public, document their locations, and establish regular update schedules.
- Assist with updating and maintaining spatial data, ensuring alignment with current zoning regulations and land use policies.
- Other duties/responsibilities as assigned.

If you have many of these attributes, we would like to hear from you:

- Completion of grade 12 supplemented by post-secondary, technical courses and/or certificates related to the work, plus sound related experience; or an equivalent combination of training and experience.
- A degree from a recognized post-secondary institution in planning or related discipline is considered an asset.
- Some knowledge of basic planning principles and building permit processes.
- Ability to perform research in support of planning and development issues, to prepare concise reports and to maintain records.
- Ability to express ideas effectively verbally, visually, and in writing to various audiences.
- Strong organizational skills, the ability to prioritize or manage multiple tasks in a fast-paced environment.
- Ability to work independently with minimal supervision, as well as effectively as part of a team.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to effectively use the Microsoft Office Suite of products (Word, Excel, PowerPoint, Teams and Outlook), graphics software (InDesign, Illustrator, Photoshop, Canvas), as well as Tempest. Preference for those with GIS and/or CAD experience.

What we offer:

- Work-life balance – 35 hour work week, vacation, an optional compressed day off program, and hybrid work schedule.
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused programs and benefits.
- Retirement benefits – including municipal pension plan.
- Career development – ongoing learning, leadership development, and education development program.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by April 4, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.