



JOB DESCRIPTION

Job Title: Planning and Development Administrator
Reports To: Director of Planning and Development
Pay Grade: 3

Affiliation: CUPE Local 374
Hours per Week: 35
Approval Date: Mar 27, 2023

Position Summary

Reporting to the Manager of Planning and Development, the Planning and Development Administrator is responsible for the timely coordination of permits and monitors the internal permitting process within the department. Work involves the coordination of supporting documentation accompanying applications for all types of permits related to the department to ensure completeness of applications are received.

The Planning and Development Administrator is also responsible for exercising a degree of independence and judgement when providing information to external sources, and exercising courtesy, tact, diplomacy, and professionalism when contacting the public and officials of other agencies. This position will frequently consult with the employees within the department for consistency throughout the permitting process.

Nature and Scope of Work

1. Responds to inquiries to a variety of external contacts such as developers, realtors, contractors, and the general public on matters pertaining to the department policies, bylaws, practices, and procedures.
2. Receives permit applications, examines for completeness, and advises proponents on application requirements when applications are incomplete or when proponents require clarification prior to accepting applications.
3. Reviews files, records, and other documents to respond to requests for information.
4. Determines appropriate fees, inputs applications into the District's land management application, assigns applications to appropriate departments or agencies, and issues approved permits.
5. Determines and creates contact lists of adjacent property owners for Public Hearings and Development Variance Permits.
6. Creates Notices of Permit and registers development related documents on behalf of the District of Sooke at the Land Title & Survey Authority of British Columbia.
7. Ensures all departmental agreements and documents are executed, assigned, tracked, and archived in accordance with Corporate Services protocols and in compliance with regulatory requirements.
8. Prepares refund requests and prepares release of Letters of Credit upon satisfactory completion of works.
9. Assists the Director in the preparation of annual reporting and statistical analysis of database records.
10. Designs and sets up of all folder structures, tasks, charges, events, milestone dates, Eform letters, folder Hot Links, folder attributes, transaction types and task permissions in Prospero. In consultation with end users throughout the organization, department needs are met by:
 - a. analyzing department workflow and procedures; and,
 - b. defining and creating folder structures to capture tracking and security requirements needed for each specific application type.
11. Monitors Prospero for departmental procedural changes (i.e. bylaw amendments) and ensures that the ongoing maintenance and reconfigurations are consistently performed in a timely manner.

12. Using the IntelliSearch module, creates and provides a variety of reports for employees in the department by assessing the request for information and generating reporting parameters that are consistent throughout the department, and when required, assists other employees and departments with creating queries for end users to access.
13. Provides initial Prospero orientation during the onboarding of new hires within the department.
14. Prepares, creates, and maintains a variety of manual and computer records, files and statistics related to the work, retrieves information related to applications and generates reports as requested.
15. Prepares and submits mandatory monthly reports to Statistics Canada and BC Assessment.
16. Assigns and coordinates inter-departmental responses for Letters of Comfort and coordinates inter-departmental communication on planning related issues.
17. Trains and provides instruction to front counter employees related to:
 - a. basic building permit inspection requests,
 - b. collecting fees and processing permits ready for issuance,
 - c. producing final occupancy certificates and preparing refund requests to close out files,
 - d. responding to general administrative inquiries for building & planning applications.
18. Works with the Communication Coordinator to update and maintain all sections of the District's website that pertains to the department.
19. Analyzes a variety of data and prepares financial, statistical, and analytical reports.
20. Creates and maintains instructional manuals and procedure documents, including Hot Links in Prospero.
21. Responds to ad-hoc requests of a planning and development nature such as Freedom of Information requests and application statistics.
22. Provides support for other departments for day-to-day process needs, including serving as reception at any public facing counter as required.
23. Prepares and drafts correspondence for the department as required.
24. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Thorough familiarity and proficiency with Microsoft Office Online, records management application, and land management application, and the ability to learn other software systems as required.
7. Working knowledge of adopted District document management practices.
8. Working knowledge of the operations and functions of other District departments.
9. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*.
10. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
11. Strong interpersonal skills and written and verbal communication skills.
12. Excellent organizational and time management skills.
13. Excellent team building skills.

Training and Experience Requirements

1. A post-secondary education in office or business administration.
2. A minimum of five (5) years related experience.
3. Working knowledge of related legislation applicable to the work, and the operations and functions of various municipal departments.
4. Experience with personal computers and computer-based applications including MS Office Online, records management application, land management application, and Databases.
5. Considerable knowledge of administrative practices, procedures, and standard protocol.
6. A satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Matthew Pawlow
Director of Planning and Development

Date

Don Schaffer
Interim Chief Administrative Officer

Date