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## **Planning and Development Administrator**

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A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

*Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.*

The District of Sooke has a permanent employment opportunity for a Planning and Development Administrator. 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 Planning and Development 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 consistent of the permitting process.

To be considered for this role, applicants should have the following qualifications:

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

Additional consideration may be given to applicants with the following qualifications:

- Certificate in local government administration, or currently enrolled in local government courses.
- Experience with Microsoft Dynamic GP, SharePoint Online, Tempest, iCompass, and Adobe Pro.
- A combination of experience and education.
- Related work experience in local government.

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This is a CUPE Local 374 position. The 2023 rate for the Planning and Development Administrator is \$36.59/hour, plus an excellent benefit package. To view the full job description and to apply online, please visit the career page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment).

**Closing date for receipt of applications is 9:00 p.m. on Friday, September 29<sup>th</sup>, 2023**

*The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.*