



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** COMMUNITY PLANNING ASSISTANT  
**DEPARTMENT:** COMMUNITY PLANNING  
**POSITION TYPE:** FULL-TIME UNION POSITION  
**PAY GRADE:** PAY GRADE 9  
**LAST UPDATED:** APRIL 2024 (under review)

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### NATURE AND SCOPE OF WORK

Under the direction of, and with primary responsibility to the Director of Community Planning, this position is responsible for administrative and general technical support of the Community Planning Department and its team members. The Community Planning Assistant performs a variety of planning support duties related to the development of planning policy and the preparation of city-wide and local area plans, all within a team environment. Assistance with the administration of grant applications and related opportunities is also a key responsibility of the position. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support and/or service coverage to other City departmental teams.

This position has considerable contact with the public and requires a high level of interpersonal skills, judgement, tact, and accuracy in public communications and the dissemination of information while independently managing competing tasks.

### TYPICAL DUTIES AND RESPONSIBILITIES

1. Proactively assist the Director and Community Planning staff in effectively carrying out their duties by performing administrative and clerical work as required.
2. Consistently and proactively seeks to ensure that clients inside and outside the organization are treated fairly, promptly, effectively, and positively. Provide information to the public in person, by telephone, fax, e-mail and/or in writing regarding all Community Planning matters.
3. Support planning processes and the development, implementation, and monitoring of plans.
4. Research and analyze a wide variety of qualitative and quantitative data (demographic, social, economic, environmental, urban development, and planning data) to support planning processes, using various methodologies related to key indicators, trends, forecasts, best practices, city-wide and local area plans, and policy initiatives.
5. Be responsible for the records management process of all correspondence, records, and other documents in the Community Planning Department.
6. Assist with the organization of public engagement events, the development of informational and graphic public engagement materials, and collation of engagement results. Participate in small group discussions at workshops, open houses, and public meetings.



7. Update policy documents following approved amendments in consultation with senior staff.
8. Maintain and update the Community Planning related City webpage content as needed, in collaboration with the Community Planning and Communications Department teams.
9. Respond to enquiries from the public, outside agencies, and other departments by providing information on planning-related information, such as city-wide and local area planning policies.
10. Support maintenance of current lists of grant opportunities and “shelf-ready” projects to be funded by grants.
11. Support the preparation of grant applications and compile necessary supporting information, such as letters of support from third parties.
12. Liaise with grant funders for communications and deliverables, including grant agreements, required post-award reporting, and other grant requirements.
13. Assist with maintaining various databases as directed, and with follow up as required to assist in achieving timely responses and processes.
14. Assist with the preparation and maintenance of training records for all Community Planning members.
15. Assist with registration of staff for various training/meetings as required including the preparation and provision of materials to attendees as directed.
16. Assist with the compilation of reports, agendas, and taking of minutes when required for project and department meetings. May assist with committee meetings where required.
17. Assist with budget and annual service review preparations, including records, coding invoices, and monitoring where required.
18. Assist with annual greenhouse gas emissions accounting and reporting.
19. Assist with project management and maintenance of the departmental work plan and service review documentation.
20. Assist the Director and the Community Planning Team with the writing of reports for Committees or Council as well as various letters, notices, advertisements, communications for the City newsletter(s), and similar documents.
21. Maintain training in all the administrative functions of the Engineering, Building, Development Services and Public Works sections of the City so that assistance and temporary coverage can be provided for one of those positions as and when directed.



22. Prepare, issue, and track procurement documentation such as requests for proposals, as directed.
23. In the event of a local emergency when the City of Colwood activates its Emergency Operation Centre and after ensuring the safety of family and property, report to the Emergency Operation Centre as required and assist with the implementation of the Emergency Plan.
24. Performs other related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of Grade 12 or recognized equivalent.
- Post-secondary training in Planning, Public Administration, or a related field is an asset.
- Minimum of 2 years' experience in municipal government, the field of Community Planning, and/or a combination of the two.
- Training and/or experience in the use of recognized office computer software and/or experience in the use of business process automation software (e.g. Tempest and SharePoint).
- Experience as a recording secretary to committees, council, boards, or commissions is an asset.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to function efficiently with minimal direction to establish and maintain effective working relationships with volunteers, municipal officials, and other employees, to meet and successfully serve the public on a continuing basis.
- Ability to maintain and understand when the confidentiality of matters is required.
- Ability to work well under pressure, meet deadlines, and manage competing priorities while maintaining attention to detail.
- Strong written and verbal communication skills.
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough familiarity with modern work processing techniques and procedures.
- Considerable knowledge of the procedures, practices, and regulations involved in the operation of a Municipal Government office.
- Ability to take and transcribe action minutes.
- Working knowledge of records management practices.
- Demonstrate proficiency in the core competencies of:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - Effective Communication: Communicates effectively with others.
  - Problem Solving: Recognizes and acts to resolve problems.
  - Organization: Organizes the work so that others will understand it in order to achieve the City's goals.
  - Customer Focus: Provides excellent service to both internal and external customers.

#### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

A valid Class 5 BC Driver's License is an asset.