



Lillooet sits on the banks of the Fraser River in a beautiful valley rich with agriculture and surrounded by forested mountains. Adjoining valleys host rivers, creeks, and lakes creating a paradise for outdoor enthusiasts.

Those who live and work here enjoy a wide variety of outdoor activities which include superb fishing, hiking, biking, hunting, boating, golfing, snowmobiling, cross-country skiing, and much more. If you seek mountains of opportunity, where you can build your career and be proud of the community you call home, Lillooet awaits!

## PLANNING TECHNICIAN AND CLERK

### SUMMARY

This Full-Time Planning Technician / Clerk position is a Temporary Relief Position with the District of Lillooet. It is anticipated that the successful applicant will commence work in April 2024 and remain employed through to approximately April 2025. This timeframe may be shortened or extended with no less than two (2) weeks notice to the incumbent should circumstances change.

### SCOPE OF WORK

- Review a variety of permit applications to ensure compliance with planning regulations, procedures and zoning bylaws, produce computer generated maps, and maintain land use records.
- Filing and records management for Development Services, and other departments when required.
- Clerk duties are multi-departmental. The amount of time spent on planning vs. administrative tasks will be determined by development-related application rate. Generally, more time is anticipated on Planning Technician related duties.

### KEY DUTIES

- Review building permits and applications for completeness, accuracy and compliance with planning regulations, bylaws, and procedural requirements; review referrals from the Bylaw Department to determine compliance with land use bylaws.
- Design and produce detailed property location maps including address, land use and zoning for reports, hearings, meetings, legislated public notifications and land use studies; maintain zoning maps; operate plan reproduction and plotting equipment; produce presentation graphics and signs for public hearings.
- Research and standardize property description and address data; maintain manual and computerized records on land use history, building demolition and new construction; assist with the preparation of area plans, in-house publications and computer mapping; conduct research and compile information related to planning issues as directed.
- Respond to enquiries from the public, outside agencies and other departments by providing information related to zoning bylaws, planning regulations, land use, and legal address information;

compose correspondence related to verification of zoning, and compliance with the zoning regulation bylaw; assign property addresses in response to departmental and outside agency requests.

- Perform related duties where qualified.

## REQUIRED QUALIFICATIONS, TRAINING, AND EXPERIENCE

Please visit the District's website at <https://www.lillooet.ca/Municipal-Government/Employment-Opportunities.aspx> to see the complete job description for this position.

## HOURS OF WORK

- 35 hours per week

## RATE OF PAY

- This is a Union position within CUPE Local 173; however, it should be noted that the only provisions of the Collective Agreement that apply to this Temporary Relief Position are union due deductions, four percent (4%) in lieu of vacation, and the grievance procedures.
- The current rate of pay for this position is \$36.28 per hour

To be considered for this opportunity, please send your cover letter and resume (PDFs preferred) to Martin Taylor, Interim Chief Administrative Officer at [careers@lillooet.ca](mailto:careers@lillooet.ca). Applications will be received until 4:00 pm on Friday, March 15, 2024.

*We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.*

