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## Building and Planning Clerk

Permanent, Full Time – Reports to the Manager of Operations and Development Services  
Monday-Friday/8:30 a.m. to 4:30 p.m. (some evening work may be required)

### Definition:

Reporting to the Manager of Operations and Development Services, the Building and Planning Clerk acts as the primary point of contact for the Development Services team, providing a variety of administrative support services, managing public inquiries, and assisting in the processing of applications and issuance of building permits and development approvals.

The Building and Planning Clerk must maintain a high level of confidentiality on a variety of matters, such as the status of permits and applications as well as internal municipal operations.

### General Duties:

- Provide administrative assistance to the Development Services team, including answering calls and scheduling appointments and inspections
- Respond to public inquiries regarding permit applications, land use planning, zoning, municipal bylaws and other relevant legislation
- Receive permit applications, drawings and submissions and verify that all supporting documentation is attached
- Process permit application fees
- Maintain building and development files as per the Village's records management system
- Maintain the Village's electronic contact management system
- Coordinate and attend a variety of meetings, prepare agendas and record minutes as required
- Draft reports and correspondence on behalf of the Manager of Operations and Development
- Recommend and implement improvements to administrative processes
- Assist with drafting of bylaws, agreements, leases and RFPs
- Assist with public outreach, open houses and other engagement initiatives as required
- Other duties as required.

### Knowledge, Skills and Abilities:

- Knowledge of building permit and development approval application requirements
- Knowledge of zoning and planning functions
- Ability to interpret bylaws, regulations and policies
- Ability to build positive working relationships with internal and external customers
- Ability to cope under pressure and to work to deadlines
- Knowledge of the Village of Pemberton's organizational functions
- Strong written and verbal communication skills

- Strong organizational skills and a high level of attention to detail
- Available to work outside regular office hours for evening meetings, special events such as elections or community events hosted by the Village, or in emergency situations.

**Required Training and Experience:**

- Minimum three (3) years administrative experience in a Local Government environment, or an equivalent combination of education and experience
- Experience in planning and development aspect of Local Government preferred
- Knowledge of BC Building Code an asset
- Demonstrated ability with Microsoft Outlook, Word, Excel, and PowerPoint
- Experience working with the LGMA records management system or equivalent
- Completion of post-secondary studies, ideally in Local Government Administration an asset
- Valid Class 5 BC Driver's License and satisfactory Driver's Abstract