

## Job Information

Job title	<b>Senior Planning Clerk</b>	Job Code: SRCLPL	Pay Grade: G
Title of immediate supervisor	Supervisor-Planning Administration		
Department/Division	Planning/Administration		
Prepared by	E. Sheardown		
Date Created	November 2024	Revised date	

## Job Purpose

The Senior Planning Clerk provides advanced clerical and administrative support to the Supervisor-Planning Administration which is integral to the efficient operation of the Planning Department. This position is responsible for guiding the application of administrative procedures, spearheading process improvements, and acting as a vital resource for specialized planning applications.

## Duties and Responsibilities

- Assists the Supervisor- Planning Administration on specific projects, updates process guidelines; and controls, checks, and maintains a variety of departmental records and files.
- Provides administrative and clerical support; including process development and implementation, staff training, Granicus support, and financial tasks such as payroll and Pcards.
- Acts as a subject matter expert for related Planning applications; receives subdivision, rezoning, development permit, development variance permit and other applications, conducting reviews for completeness and compliance to prescribed policies.
- Answers telephone, email, and counter enquiries, directs visitors and calls, provides information regarding parcel and case information, and provides routine information regarding department regulations.
- Generates, formats, proofreads, and distributes reports, letters, memos, permits, forms, articles and other material from rough draft and other previously prepared material, including scanning and file manipulation, for the various departments, public and Council.
- Records and maintains an electronic mail log.
- Creates and enters case information using a computer database tracking system according to prescribed standard procedures. Liaises regularly with applicants and owners to request and share case information for case set up, file progress, and required documentation to support Local Area Planners.
- Begins circulation of files for zoning, subdivision, development permits and other applications using a prescribed standard procedure.
- Processes permit fees according to prescribed policy and standard procedures.
- Accepts and processes payments through the Tempest Cashier system by cash, cheque, or debit; maintains a float and balances batches daily.
- Maintains the department's filing system in accordance with the Municipal file classification system.
- Records and circulates new registered plans created through subdivision.
- Coordinates meeting arrangements, prepares agenda, takes and edits minutes, for regular meetings and committees.
- Provides user support and assistance to the Planning staff on the corporate permit tracking software, Microsoft Office suite, and routine processes within the work group.
- Performs support functions for an application tracking software program including creating, updating, and maintaining forms, records, and reports.
- Maintains and manages a Bring Forward request system on active development folders.

- Designs and creates databases using municipal database programs for data input, output, and the collation of information and statistics. Performs data entry as necessary, including information from department-initiated surveys. Maintains and updates department databases.
- Prepares files for off-site storage. Maintains the Access Record's database program, inputs data entry, retrieves files on request and maintains an electronic monitor of on-site files.
- Maintains and updates various department data-based mailing lists.
- Maintains the department library catalogue.
- Performs other related duties as required.

### **Qualifications**

- Grade 12 or equivalent plus a certificate in office or business administration.
- Two years of experience in an administrative capacity within a planning or municipal setting.
- Experience or training in standard computer applications including word processing, spreadsheets, electronic mail, and internet.
- Familiarity with standard computer applications and graphic design software.
- Demonstrated ability in customer service and handling financial transactions.
- An equivalent combination of education and experience may be considered.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment.