

# Development & Licensing Clerk

## Development Services

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<b>REPORTS TO:</b>	<b>MANAGER OF PLANNING, DEVELOPMENT &amp; SUSTAINABILITY</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY SAFETY &amp; DEVELOPMENT</b>
<b>SECTION:</b>	<b>DEVELOPMENT SERVICES</b>
<b>LAST UPDATED:</b>	<b>JULY 2023</b>
<b>DIRECT REPORTS:</b>	<b>N/A</b>

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### Position Summary

Responsible for providing customer service and clerical support for the Development Services department and for the processing and issuance of Business Licences.

### Responsibilities

1. As the primary contact for the Development Services Department, will provide information and assistance via electronic mail, phone, and over the counter on matters related to departmental responsibilities.
2. Accepts applications for building permits, development approvals, and business licencing and reviews submissions for completeness.
3. Prepares monthly and yearly report.
4. Calculates fees and processes payments associated with permits and other related departmental responsibilities.
5. Reviews, processes, and approval/renewal of Intercommunity Business Licences and Business Licences in compliance with City bylaws, standards, and regulations and arranges for building and fire inspections as required.
6. Responsible for records management, including, but not limited to, the creation of application files, document templates, notice of development signage, application notifications and referral packages in compliance with legislation and standard practice.
7. Responsible for the registration of permits and other documents with Land Titles.
8. Provides administrative support to other staff within the department and committees of the department.
9. Responsible for departmental website content and updates as required.
10. Complies with, and promotes safe work practices and procedures, in support of a safe and healthy work environment.
11. Performs other related duties as assigned.

### Qualifications

- Completion of Grade 12 and an Applied Business Technology certificate or equivalent.

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- Ability to deliver high levels of customer service and deal effectively and courteously with the public, council, staff, contractors, and external agencies.
- Ability to perform assigned clerical, data entry, and related duties in accordance with departmental procedures.
- Knowledge of applicable City bylaws, standards, and regulations and Provincial requirements required for business licensing.
- Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.
- Ability to work collaboratively with others and to contribute to a team environment.
- Prior local government experience an asset.
- Demonstrated verbal and written communication skills.
- Proficient with computers and MS Office Suite.
- Proficiency with City Reporter and Vadim an asset.
- Valid Class 5 BC Driver's Licence.