



Competition No:	2021-18	Duration:	Permanent
Close Date:	April 27, 2021	Probation/Trial Rate:	\$26.57
Position Title:	Planning and Protective Services Clerk	Regular Rate:	\$27.97
Department:	SED/Protective Services	Hours of Work:	35 hrs/week

Under the joint direction of the Director of Sustainable Economic Development and the Director of Protective Services is responsible for performing administrative duties and providing assistance to the Directors related to the operation of their respective departments.

YOUR JOB DUTIES WILL INCLUDE:

1. Agreement Administration

- Prepare and administer development agreements, encroachment agreements, and easement agreements (utilizing an existing template), including but not limited to:
 - preparing schedules
 - determining charges/costs
 - monitoring development, phasing and obligations
 - monitoring and recommending the release/reduction of associated letters of credit for development agreements.

2. Annual Reporting

- Responsible for ensuring that annual corporate reporting requirements for both departments are met including, but not limited to, the Selkirk Development Corporation and the Selkirk Waterfront Development Corporation.

3. Customer Service

- Respond to enquiries from developers, builders and the general public, including, but not limited to:
 - public lane purchase requests
 - business enquiries and business licenses
 - business owner and developer land enquiries
 - developers and builders looking for direction on processes
 - development complaints (drainage, garbage etc.)
 - by-law enforcement issues, including zoning and other by-laws
 - general information regarding the Selkirk Fire Department and Selkirk’s emergency plan
 - evaluate, respond, and manage inquiries pertaining to issues outside of department parameters in a professional and effective manner

4. Interdepartmental Administration

- Work with the Finance Department on developer invoicing, payment of departmental invoices, filing letters of credit.
- Work with the Operations Department on the coordination of development agreements requirements and obligations, development and site reviews, drainage plan approvals, and capital levy charges, and items out of scope require collaboration with Operations Department for By-Law Enforcement.

- Work with CRGT on coordination of new developments with Transit, assist Culture and Heritage with buildings, site ownership and old records, and items out of scope require collaboration with CRGT Department for By-Law Enforcement.

5. Outside Organizations including Red River Planning District

- Interact with RRPD on zoning variance and typical associated tasks, all permits (including issues), civic addressing, and track/inventory review zoning by-law applications, issues, and infractions.
 - Create physical and electronic files and tracking of applications from start to closing file.
 - Prepare reports on activities including, but not limited to, construction value, applications in progress, etc.
6. Develop and administer departmental record keeping system by organizing and computerizing files.
 7. Prepare information for departmental meetings; assist in the preparation and review of meeting minutes.
 8. Provide information to the public; research information, interpret/review/update data and explain requirements, regulations, and procedures.
 9. Prepare, edit and review select departmental reports.
 10. Participate in a variety of other activities including, but not limited to, managing final inspection requests by builders/developers, departmental social media strategy, participation in departmental strategies, and special projects as assigned.

SPECIFICATIONS/QUALIFICATIONS

1. Education, Knowledge and Experience

Minimum Requirements shall include:

- Successful completion of Grade 12.
- Post-secondary education in a related field (such as finance, administration, political studies, CET, GIS, or CMMA)
- Understanding of principles and practices of urban planning.
- Knowledge of local government laws and practices, and provincial and federal legislation.
- Knowledge of pertinent laws, codes, ordinances, and regulations related to planning activities and by-law enforcement.
- Experience in basic report writing, research methods, and data compilation.
- Understanding and working knowledge of principles of record keeping.
- Proficient in using Microsoft office programs specifically Excel, Word and Outlook.
- Ability to read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Able to adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Desired:

- Degree in Urban and Regional Planning
- Minimum of one year experience in urban planning or closely related and complimentary field.

COMMENTS:

This permanent unionized position is being advertised internally and externally at the same time. Preference will be given to established (as outlined within the Collective Agreement) members of CUPE Local 336 who have successfully completed a 180-day probationary period and who meet the listed minimum requirements will be considered. Applications will be accepted until Tuesday April 27th, 2021. Interested individuals are to specify position being applied for and attach their resume/application and cover letter listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided below.

Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.