



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Planning and Engineering Administrator
DEPARTMENT: Planning and Engineering
SUPERVISOR: Bylaw Services Supervisor
TERMS: Full-Time, Permanent
REFERENCE #: 2024-096

Purpose of Position:

Reporting to the Bylaw Services Supervisor, the P&E Administrator provides administrative and clerical support to the Planning and Engineering Department. The P&E Administrator supports the Planning and Engineering Department by coordinating and processing development submissions, building permit applications, maintaining building files and information, conducting background research, providing building statistics and by assisting with other day to day Planning and Engineering Department administration activities. The P&E Administrator also provides front line service to the public, providing information on development approval requirements, building permit applications, building processes, business licensing, policies, and regulations.

Duties and Responsibilities:

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- Responds to inquiries and provides assistance and advice/recommendations to a variety of external contacts such as developers, realtors, contractors, external agencies, other levels of government and the general public on matters pertaining to departmental bylaws and policies, practices and procedures.
- Determines the completeness of all applications related to permitting, business licensing, and development approvals. Advises proponents on application requirements when applications are incomplete or when applicants require clarification and/or direction.
- Verifies and determines accuracy of application information against TteS records; searches files for existence of encumbrances, such as easements, restrictive covenants, rights of way, heritage or archaeological restrictions.
- Determines appropriate fees, inputs applications into TteS inventories, assigns applications to appropriate internal staff, referrals to external agencies, issues approved permits.
- Organizes, attends and takes minutes of Development Approval Board Meetings.
- Ensures all Planning and Engineering agreements and documents are executed, assigned, tracked and archived in accordance with protocols and in compliance with regulatory requirements.
- Responds to and ensures that inquiries related to TteS Development Services are responded-to and completed.
- Prepares, creates and maintains a variety of manual and computer records, files and statistics related to the work; retrieves information related to applications and generates reports as requested for staff and Council.

- Formats, proofreads and edits letters/reports for signature by Planning & Engineering staff to ensure that all correspondence and reports are grammatically correct and comply with TteS templates.
- Initiates and drafts correspondence when requested/required.
- Reviews files, records and other documents to respond to requests for information.
- Processes building information requests from realtors.
- Maintains and updates building department information and regulations on the TteS website.
- Serves as front desk reception as required.
- Undertakes additional assignments and duties as requested by the Planning and Engineering Manager.

Contribute to the ongoing improvement of TteS administrative systems and procedures (10%)

- Assist in the implementation and continuing development of TteS Asset Management Program.
- Perform all duties and responsibilities in accordance with TteS policies, standards, and procedures.
- Awareness of reconciliation and application of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) in Canada - in all aspects of work with TteS.
- Maintain confidentiality on all matters relating to the affairs of TteS.

Other related duties as necessary (5%)

Professional Certification, Education and Experience:

- 2+ years of recent related experience, preferably in a local government Planning or Building Department setting.
- Post-secondary education or relevant certificate in building technology, public administration or related field.
- Knowledge of construction, and municipal development approval processes.

Skills and Abilities:

- Excellent interpersonal skills (i.e. courteous, tactful, diplomatic), customer service orientation, and the ability to deal with difficult clients or customers.
- Excellent communication skills and the ability to effectively respond to inquiries from the public and private sectors.
- Ability to compose professional correspondence and respond in a timely manner to requests for information.
- Discretion in dealing with consultants, contractors and members of the Development Approval Board.
- Excellent organizational and time management skills, and the ability to handle time sensitive issues and meet deadlines.
- Ability to work independently with limited supervision.
- Proficiency using Microsoft Office programs, including Word, Excel, Outlook, PowerPoint and MS Access.
- Ability to carry and move files, binders, and boxes up to 15 lbs is required.
- A valid BC Driver's License.
- Strong ethics and knowledge of confidentiality.
- Experience working with First Nations communities, organizations, and programs.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

An acceptable equivalent combination of training and experience may be considered.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$25.98-\$28.70/hour depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 6th, 2025 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.