



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal/ External Job Posting

Position:	Clerk 4 – Community Planning Assistant
Status:	Regular Part-Time (20 hours per week)
Work Area:	Community Development – Building Services
Posting Date:	July 20, 2026
Internal Closing Date:	July 27, 2026
External Closing Date:	August 4, 2026

GENERAL SUMMARY

Under the direction of the Director of Community Planning, the Community Planning Assistant provides information to and acts as a liaison between customers, agencies, and staff members with regards to planning, development, building, business licensing, engineering, and other technical processes within the Community Planning Division. In addition, the Community Planning Assistant coordinates and performs administrative, clerical, and secretarial functions for the Community Planning Division.

KEY DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our community by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Coordinates, administers, reviews, and processes business license and Sign Permit applications.
- Supports customer inquiries related to the District Bylaws and policies.
- Participates in the coaching, supervision, of other clerical staff; leads training for other clerical staff.
- Provides preliminary information to clients regarding zoning, building code, sign permits, business licenses, and other information related to development in consultation with planning and building staff.
- Performs intake tasks related to development applications and provides administrative support to file planners.
- Assists in reviewing and proofreading statutory notifications, coordinates their distribution, including printing and preparing notices for delivery.
- Consolidates and administratively manages the Zoning Bylaw and Official Community Plan Bylaw.
- Provides customer support for Engineering Services Clerk IV when required and as such maintains the required appropriate understanding of the roles and responsibilities within that position.
- Receives and processes applications through the finance system, calculates fees for all applications and handles financial transactions.
- Reconciles financial information for year-end audit.
- Assists in the ongoing maintenance and updating of the Planning and Environment website.
- Provides applicable statistical information for the public and internal.
- Acts as a “super-user” for department software tools such as Sharepoint and Prospero.
- Composes correspondence and reports for completion by or signature of others.
- Schedules appointments and organizes meetings; coordinates travel transportation and accommodation for others as necessary.
- Maintains and files a variety of office records, including original documents for permanent safe-keeping and archiving.
- Participates in activities such as ordering supplies, organizing events and set-up for functions that are assigned as departmental responsibility.
- Organizes team meetings including preparing and distributing agendas, minute taking and distribution of final copies, and filing of related documents.
- Performs Clerk 2 duties as required (e.g. coverage of lunch breaks, absences).



SQUAMISH

HARDWIRED *for* ADVENTURE

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the Local Government Act, Community Charter, BC Building Code, bylaws, and other legislation and information related to development processes and Development Services applications.
- Knowledge of municipal records management policies and procedures.
- Knowledge of basic functions of financial software package with the ability to recommend changes and/or improvements as necessary.
- Thorough knowledge of business English, basic arithmetic and modern office practices and procedures.
- Good working knowledge of web-based Geographic Information System (GIS).
- Familiarity with Tempest/Prospero systems or other file and database management software.
- Excellent interpersonal and communications skills and ability to deal with people in a professional manner including in difficult circumstances.
- Advanced computer skills in Microsoft Office and ability to work with and learn computer systems including SharePoint, Civicweb, Office 360 and Adobe Pro.
- Strong organizational and time-management skills.
- Ability to perform multiple duties simultaneously with deadlines.
- Ability to read plans (such as building, land development, engineering, etc.).
- Ability to take and transcribe minutes and summarize discussions.
- Ability to orient new and casual staff to the position.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Certificate of Business Administration, Public Administration, or Local Government Administration
- A minimum of three years' experience working in an administrative capacity in Community Planning, Engineering, or related service area

OR

An equivalent combination of education, training, and experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 20 hours weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm.

Salary: \$39.78 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-72** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.