

NOW HIRING



CITY OF
PORT ALBERNI

PLANNING TECHNICIAN

The City of Port Alberni is a vibrant community of over 20,000 people. Located centrally on Vancouver Island, Port Alberni is a well-serviced municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.

We are currently looking for a **Planning Technician** to join the City's planning team. Reporting to the Manager of Planning, the successful candidate will be responsible for a wide variety of duties including processing applications, updating property records, responding to planning enquiries and supporting the planning department.

Responsibilities:

- Intake and process records and files, development applications and subdivision applications
- Coordinate referrals, prepare public notices and general correspondence, assist with report preparation, and perform computerized mapping and research
- Work closely with the public, developers, external agencies and other departments to provide support on a variety of planning issues and initiatives
- Update property records in the City's corporate database
- Produce basic maps with GIS and illustration software to support community planning and development review
- Prepare correspondence, reports, maps, plans and graphical presentations
- Draft bylaws and permits, research and compile information on planning issues as required
- Organize and support various committee meetings, prepare and distribute agendas and minutes, liaise with committee members
- Draft content for and update the City's website regarding planning and related matters

Qualifications & Experience:

- Completion of a 2-year diploma in land use planning, architecture or building technology
- A minimum of three years of experience in community or regional planning
- Ability to interpret municipal bylaws related to land use regulations and provide information for enquiries
- Knowledge of the principles and practices of planning issues and regulations
- Considerable knowledge and skill using Microsoft 365 software (Teams, Outlook, Word, Excel, PowerPoint)
- Strong research and organizational skills
- Excellent verbal and written communication skills
- Excellent customer service skills
- Knowledge of Adobe Creative Cloud graphic design applications and ArcGIS is considered an asset
- Possession of a valid Class 5 BC Driver's License

The current rate of pay for this position is \$41.04 per hour and includes a full benefits package. In addition, this position works a flex-day schedule.

Interested candidates may apply by forwarding a resume and cover letter, including copies of your qualifications, by 4:30pm on December 5, 2025:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

