



Job Situation

Large office in municipal building. Computer, phone, and fax. Teamwork. Dealing with public. Reporting to Town Planner. Regular hours.

Weekly Hours of Work

30

Overtime

Monthly Salary

\$2,800

Student Loan – Owing

\$20,000

Student Loan – Monthly Payment

\$290

Duties

Locate and supply facts and information. Research deeds and titles. Answer public inquiries. Maintain files and computer database. Report to Town Planner. Maintain academic studies.

Prospects

Town or City Planner. Information Clerk in other sections.

Job Title

Information Clerk, Town Planning

National Occupational Classification (NOC)

1453

Job Description

Your main post is a well organized desk in the reception area of the planning offices, surrounded by poster size aerial photographs of the city as it has grown over the years. In the main planning room the wall art is more practical—zoning maps, huge blueprints and diagrams of the town's water and sewerage systems and power plants. Colourful pie charts of demographic statistics festoon another wall alongside roadmaps that are so detailed they include manhole covers and traffic lights.

You answer or refer questions from people who call and visit the office. Clients are always more than satisfied at the courteous way that you answered their questions. It could be quite a detailed request from a developer or a scout for a company that is thinking about doing business here. Some planning information is confidential, but you do your best with what is available and spend a lot of time updating files and databases. The work ties in perfectly with your studies at university.

Council and the planning team also give you research and fact-finding tasks to assist their decision making. There is a light industrial park in the pre-planning stages. You are checking that all the information on file about this area is completely accurate and up-to-date before the team gets down to work on drafting the new zone. You have called the registry office about deeds and engineering about the status of roads and utilities. Other items are added daily as queries come up in meetings.

Meanwhile serious engineering projects are necessary in the heart of the old downtown, where the sewerage system needs a major overhaul and space somehow has to be found for a pumping station amongst the lovely old heritage homes. The town planner told you to take a few hours to walk around the area and get a feel for it to see if you can identify a likely spot where a pumping station can be inoffensively tucked in. This is your first chance to have real input and you hit the streets with your clipboard and a big grin.