
DEPARTMENT:	Development Services
INTERNAL/EXTERNAL POSTING DATE:	April 21, 2023
INTERNAL/ EXTERNAL CLOSING DATE:	Until Filled
HOURLY RATE:	\$45.00 - \$55.00 (after probation)
COMPETITION NO.:	2023-42
HOURS OF WORK:	35 hours per week

Located in the rolling foothills of northeastern British Columbia and just east of the Rocky Mountains, the City of Dawson Creek is located in a region that boasts unlimited year round outdoor recreation including skiing (downhill and cross-country), biking, hiking, hunting, fishing, and snowmobiling. Serving over 12,000 residents and being the Mile Zero City of the scenic and historic Alaska Highway, the surrounding region is diverse in resources, scenery, and endless blue skies.

This professional, permanent full time union position, with a minimum 18 month commitment, will be of interest to candidates who want to explore the north and grow their career in an affordable, close-knit community. For the Junior Planner, this opportunity comes with a wide range of mentorship supports from planning professionals working in and with small, rural Local Governments, as well as from larger metropolitan Local Governments. If you are a Senior Planner and enjoy the challenge of working in the public service, then this is the position for you. Reporting to the Development Services Manager, the Planner will be responsible for leading comprehensive short and long range community planning projects, facilitating community engagement and preparing comprehensive reports and recommendations to Council.

Required:

- A Degree in Planning or a related field, or an equivalent combination of education and experience;
- Experience in land use planning in a local government setting, including experience in complex planning projects such as the development and review of Official Community Plans;
- Eligibility for membership in the Planning Institute of BC.

Key Skills and Abilities:

- A working knowledge and understanding of the *Local Government Act*, *Community Charter*, *Land Title Act* and other Provincial policies, legislation and legal mechanisms applicable to land use planning in the Province of BC;
- Working on a broad range of planning initiatives, including Official Community Plan and Zoning Bylaws and amendments, processing a variety of development applications;
- Sound knowledge of policy analysis and development techniques;
- Understanding of current trends in municipal planning while considering the context of a small, rural, northern community;
- Ability to work effectively in a mixed environment with a large amount of autonomy, while exercising considerable judgment to establish priorities and complete the duties of the position;
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, staff, agencies and the public;
- Demonstrated sensitivity to political issues and impacts;
- Ability to establish and maintain positive and effective working relationships with the public, applicants, landowners, agencies, and team members;
- Ability to work effectively under pressure, manage timelines and prioritize workloads;
- Ability to maintain strict confidentiality and a high level of trust and respect across the organization;
- Ability to interpret, implement and adhere to organizational policies and procedures;
- Proficiency with the Microsoft Office suite; and
- Valid Class 5 BC Driver's licence.

This position is open to a planner at any stage of their career and wages will be adjusted to reflect experience. This position may be eligible for relocation assistance. A complete job description is available upon request.

Candidates should submit a résumé by emailing a pdf or word document to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than midnight on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.