



ASSOCIATE PLANNER PERMANENT FULL-TIME POSITION

The Cariboo Regional District invites qualified applicants to apply for the permanent full-time position of Associate Planner located at the Cariboo Regional District office in Williams Lake.

SUMMARY: Reporting directly to the Manager of Planning Services, the self-motivated and innovative incumbent will be responsible for providing planning support services to the general public and regional district staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Planning, Geography or closely related field supplemented by urban planning courses or a diploma and/or certificate in planning.
- Related work experience preferably within a local government planning environment.
- Strong written and verbal communication skills are required.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with mapping software would be considered an asset.
- Must hold and maintain a valid Class 5 BC Driver's License.

WAGE: This is a full-time BCGEU position. The current rate of pay is \$33.07 per hour plus benefits. A standard 90-day probationary period will apply.

WORK SITE LOCATION: Cariboo Regional District Williams Lake Office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Occasional travel within the regional district will be required.

HOURS OF WORK: This position works a 9-day fortnight schedule averaging 70 hours bi-weekly Monday through Friday, with every other Monday off. On occasion, the incumbent may be required to work a non-standard schedule to accommodate the attendance of evening meetings or for presentations.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until a suitable candidate is found and must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to this position. Please note, candidates selected to participate in the interview process will be required to submit transcripts. ***When submitting an application via email, please quote Competition #24-05.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
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www.cariboord.ca/careers

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