



SENIOR PLANNING OFFICER FULL TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the permanent, full-time position of Senior Planning Officer located in Williams Lake, BC.

Position Summary: Reporting directly to the Manager of Planning Services the Senior Planning Officer will be responsible for managing and leading long-range planning projects; the review and the rewrite of Official Community Plans and the development of special planning projects. Other components of this role also include the interpretation and application of bylaws, policies and guidelines, implementation of long-range planning initiatives, and data collection and analysis.

Education, Experience and Qualifications Required:

- Bachelor's degree in Planning, or closely related field (*Master's Degree would be preferred*)
- Certification with the Canadian Institute of Planners
- Experience working within a local government setting
- Strong written and verbal communication skills are a requirement
- Experience in developing long-range and special planning projects
- Ability to effectively communicate both orally and in writing with the public, elected officials, and stakeholders
- A dynamic and energetic leader to carry-out and facilitate group discussions at workshops, open houses and public meetings
- Effective public engagement methods and public speaking skills are essential
- Proficiency in graphic presentation and map making skills are necessary
- Must maintain a valid Driver's license and the ability to travel in all weather conditions

Wage: This is a full-time BCGEU position. The current rate of pay is \$48.01 per hour plus benefits. A standard 90-day probationary period will apply.

Work Site Location: The successful candidate will work out of the Cariboo Regional District office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district will be required; the successful applicant must possess and maintain a valid driver's license.

Hours of Work: This position works a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break 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 until **4:00 p.m. Tuesday, November 11, 2025**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #25-20.***

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
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www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.