



SENIOR PLANNER
Full-Time Permanent
Internal/External Posting No. 2022-21

DEPARTMENT:	Development Services
INTERNAL POSTING DATE:	May 27, 2022
INTERNAL CLOSING DATE:	June 9, 2022
EXTERNAL POSTING DATE:	June 10, 2022
EXTERNAL CLOSING DATE:	June 24, 2022
HOURLY RATE:	\$45.00-\$50.00 (after probation)
COMPETITION NO.:	2022-21
HOURS OF WORK:	35 hours per week

Located in the rolling foothills of North Eastern BC 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, cross-country skiing, biking, hiking, hunting, fishing, and snowmobiling. Serving over 12,000 residents and being the Mile Zero City which is the beginning of the scenic and historic Alaska Highway the surrounding region is diverse in resources, scenery, and endless blue skies.

This advanced professional position will be of interest to candidates who enjoy the challenge of working in public service while ensuring the long term objectives of the Cities Official Community Plan are achieved. Reporting to the Development Services Manager the Senior 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.

Requirements:

- A Master's Degree in Planning or a related field, or an equivalent combination of education and experience;
- Five years 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 Titles Act* and other Provincial policies and legislation applicable to land use planning in the Province of BC;
- Excellent oral and written communication skills;
- Ability to work effectively in a supervised team environment;
- 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 work effectively under pressure and manage and prioritize workload;
- Ability to maintain organized and complete files;
- Ability to communicate effectively, verbally and in writing, and to work with minimal supervision exercising considerable judgment to establish priorities and complete the duties of the position;
- 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.

A complete job description is available upon request.

Candidates should submit a résumé marked with the job posting name and number in the subject line by emailing a pdf to Human Resources via email at resumes@dawsoncreek.ca, **no later than 4:30 pm 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.