

DAWSON CITY, YUKON

Planning and Development Officer

Permanent Position



Under the direction of the Planning and Development Manager, the Planning and Development Officer (PDO) plays a key role in municipal planning, development, and land administration. This position is responsible for processing development applications, reviewing rezoning proposals, implementing land use plans, and ensuring compliance with municipal regulations. The PDO liaises with applicants, staff, and the public while contributing to the effective management of land use policies and heritage preservation. The successful candidate will bring expertise in urban planning, problem-solving, and community engagement, with a strong ability to interpret and apply planning regulations.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below. Selection for further consideration will be based solely on the information you provide.

Responsibilities

- Process and review development permit applications, rezoning requests, and subdivision applications for compliance with municipal regulations
- Conduct research and provide analysis for land use planning and heritage management
- Prepare planning reports, memos, and recommendations for decision-making processes
- Conduct site inspections to assess compliance with legislation, bylaws, and municipal policies
- Assist in administering land transactions, including acquisitions, dispositions, and encroachments
- Provide technical advice to developers, property owners, and community stakeholders
- Support the administration of committees, including preparing agendas and reports
- Interpret and apply municipal, territorial, and federal laws related to planning and development
- Facilitate public engagement and respond to inquiries related to planning policies and procedures
- Perform other related duties as assigned by the Planning and Development Manager

Qualifications

Required:

- Bachelor's degree in community planning or a related field (e.g., urban studies, geography, public administration).
- Minimum of 3 years' professional planning experience, with preference for municipal planning experience
- Strong knowledge of land use planning principles, policies, and municipal regulations
- Excellent written and verbal communication skills, including report writing and public presentations
- Proficiency in Geographic Information Systems (GIS) and Microsoft Office Suite
- Strong problem-solving, negotiation, and conflict resolution skills
- Ability to interpret and apply technical information, architectural drawings, and legislation
- Effective time management and organizational skills to handle multiple priorities
- Ability to work collaboratively with municipal staff, external stakeholders, and the public

Supplementary (Assets):

- Eligibility for membership in the Canadian Institute of Planners
- Experience in heritage planning and conservation
- Familiarity with municipal permitting and approval processes
- Experience with graphic design software for planning-related presentations.
- Knowledge of northern and remote community planning challenges

Closing Date:

This posting will remain open until filled, however applications received by **2:00 pm on Thursday October 2nd, 2025** will be given first consideration. Applications to this position must be submitted by mail or email to the following:

Shelly Musyj, Human Resources Officer

PO Box 308

Dawson City, Yukon Y0B 1G0

hro@cityofdawson.ca

Salary & Benefits:

This is a Union position; salary and benefits shall be in accordance with the Collective Agreement between the City of Dawson and the Public Service Alliance of Canada. The position is classified as level 5 with a salary range of **\$78,684 - \$94,421** per annum plus benefits. Evening, weekend and holiday work required.

In accordance with the Collective Agreement, internal candidates will be given first consideration.

We thank all applicants, but only those selected for further consideration will be contacted.

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca