

DAWSON CITY, YUKON

PLANNING & DEVELOPMENT ASSISTANT

Permanent Position



Dawson City, Yukon, is home of the Klondike Gold Rush and the heart of Tr'ondëk Hwëch'in Traditional Territory; we're proud of our mining heritage and First Nations roots that run millennia deep. We're a thriving cultural community—with a post-secondary arts school, several world-renowned festivals, and burgeoning TV and film industry—that borders an outdoor playground sprawling hundreds of kilometres in either direction. We're a living historic community, with many landscape features and buildings that support our national historic site designation.

Mining, tourism, culture, and our people are the foundation on which our town stands, and we respect personal freedoms and diversity of all definitions. We're a welcoming town and a great place to make a life and raise a family. Our community has a new hospital and programming and activities that promote healthy lifestyles. We have a recreation centre, curling club, swimming pool, fitness centre, nine-hole golf course, off-leash dog park, and a ski hill. We enjoy an abundance of green spaces, including hiking, biking, and cross-country-ski trails. We also have a K–12 school, Yukon College campus, healthy business community, and numerous groups and organizations in which to get involved.

Under the direction and guidance of the CDO, the Planning and Development Assistant is responsible for implementation of municipal bylaws and policies on planning, development and land use related to matters in the City of Dawson. This position works closely with the Community Development and Planning Officer in order to meet the needs of a unique northern community. The position will assist with development application approvals, implementation of the Heritage Management Plan, and the day-to-day operational requirements of the municipality.

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

- Diploma or degree in Urban and/or Regional Planning (other relevant areas of education may be considered, e.g. geography, history, architecture, public administration);
- Minimum of 1 years' professional experience in a planning environment, preference to those with municipal planning experience;
- Strong written and verbal communication skills;
- Ability to work independently within outlined processes;
- Excellent time management and organization;
- Excellent conflict resolution skills and the ability to deliver complex or challenging messages to clients;
- Experience in the following would be an asset: Lands Viewer, GP, graphic design, and GIS;
- Eligible for membership in the Canadian Institute of Planners and the Planning Institute of British Columbia would be an asset.

Applicants able to demonstrate an equivalent combination of education and experience may be considered.
A job description is available upon request.

Closing Date:

A current resume and cover letter must be received at the City of Dawson Administration Building by **2:00 pm on Friday, May 14, 2021**. Applications to this position may be submitted by mail or email to the following:

Amanda King, Human Resources

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.
Salary range of **\$58,084 - \$69,699**, plus benefits.

**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