

DAWSON CITY, YUKON

Planning and Development Officer

Permanent Position



Under the direction of the Planning and Development Manager, the Planning and Development Officer performs a variety of community development and planning, and land administration functions. You will contribute to the development of our city by utilizing your skills in urban planning, problem-solving, and community engagement. Your responsibilities will include processing development and subdivision applications; participating with other staff in formulating, implementing and modifying land use plans and development application processes; conducting the review of rezoning and development applications; liaising with applicants, other City staff, professionals and the public; preparing reports and bylaw amendments; and other related duties. The successful candidate should be interested in a career in land-use planning, heritage management, or municipal administration.

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.

- Bachelor's degree in community planning or related discipline (other relevant areas of education may be considered)
- Minimum of 3 years' professional planning experience, preference to those with municipal planning experience
- Operating knowledge of Geographic Information Systems (GIS)
- Excellent organizational, time management and prioritization skills
- Effective written and verbal communication skills, presentation and listening communication skills
- Experience in negotiation, mediation and problem solving
- Ability to develop, interpret, implement and evaluate programs, bylaws, policies and procedures
- Ability to understand, interpret, and apply applicable municipal, territorial, and federal laws and regulations
- Ability to read, interpret, and apply technical information, architectural drawings, and legislation
- Excellent conflict resolution skills and the ability to deliver complex or challenging messages to clients
- Excellent interpersonal skills to provide effective customer service, technical advice and to establish and maintain successful working relationships with staff and the public
- Discretion, tact, compassion, good judgment and cultural sensitivity
- Proficient computer skills in Microsoft Office Suite
- Eligibility for membership in the Canadian Institute of Planners is an asset.

Closing Date:

This posting will remain open until filled; however, preference will be given to those who apply before **2:00 pm, Tuesday, August 20th, 2024**. Applications to this position may 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. The position is classified as level 5 with a salary range of **\$76,764 - \$92,118** 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