

DAWSON CITY, YUKON

PLANNING & DEVELOPMENT ASSISTANT

Permanent Full-time



The City of Dawson is seeking applications for a Planning & Development Assistant. Under the direction of the Planning & Community Development Manager, the Planning and Development Assistant is responsible for implementation of municipal bylaws and policies on planning, development and land use related matters in the City of Dawson. The position will assist with development application approvals, implementation of the Heritage Management Plan, and the day-to-day operational requirements of the municipality. 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. 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)
- Minimum of 1 years' planning experience, preference to those with municipal planning experience
- Excellent organizational, time management and prioritization skills
- Effective written and verbal communication skills, presentation and listening communication skills
- Ability to interpret, implement and evaluate programs, bylaws, policies and procedures
- 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
- Demonstrated exceptional work ethic, can-do attitude, and the desire to learn and be a team player
- Ability to work independently within outlined processes
- Discretion, tact, compassion, good judgment and cultural sensitivity
- Proficient computer skills in Microsoft Office Suite
- Valid Class 5 Drivers Licence

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 Thursday June 26th, 2025**. Applications to this position may be submitted by mail or email to the following:

Shelly Musyj, 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. The position is classified as level 3 with a salary range of **\$63,335 to \$76,000 per annum** plus benefits. Evening, weekend and holiday work may be 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