

DAWSON CITY, YUKON

PLANNING & DEVELOPMENT OFFICER

Permanent, Full-Time



Dawson City, Yukon, population: 2300, is the 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 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 University campus, healthy business community, and numerous groups and organizations in which to get involved.

Under the direction of the Planning & Community Development Manager, the Community Development & Planning Officer performs a variety of community development and planning, and land administration functions. 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
- 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.

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 Wednesday, April 6, 2022**. 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 and is currently under review. Salary and benefits shall be in accordance with the Collective Agreement. Salary range of **\$72,160 - \$86,593**, 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