



Come for the Outdoor Adventure and Stay for the Job

The Regional District of Kitimat-Stikine is pleased to announce they are searching for a **Planning Assistant** on a one year contract, (with the opportunity to work into a permanent position) to join their dedicated team. This position offers a competitive salary + 12% in lieu of benefits.

If awe-inspiring, natural scenery and breathtaking views is what you crave, then The Regional District of Kitimat-Stikine (RDKS) is your place. This area is renowned for its world-class fishing and outdoor adventure opportunities, including a ski hill, sledding, skating, heli-skiing, an 18-hole golf course, hiking, and mountain biking trails. The area offers quality advanced education opportunities with both the Coast Mountain College and a University of Northern BC satellite campus. There is also a well-developed arts and cultural community, recreation facilities and library. Terrace, where the role is located, is the regional retail and service hub for the northwestern portion of British Columbia. The opportunity for adventure is endless in any season. The Kitimat-Stikine region is the traditional homeland of the Tahltan, Nisga'a, Gitksan, Wet'suwet'en, Tsimshian, and Haisla Nations. Spanning a geographic area of 110,000km² the RDKS is home to almost 40,000 people and includes the five incorporated municipalities of Terrace, Kitimat, Stewart, New Hazelton and the Village of Hazelton.

The Planning Assistant is a junior position involving a variety of administrative and professional duties in support of current and long-range planning. The Planning Assistant responds to public enquiries, reviews minor land use and development applications, conducts planning research, assists with public consultation, and provides other support as needed in accordance with relevant legislation and RDKS bylaws, policies and procedures.

Direct Reports:

None.

Major Duties and Responsibilities:

- Provide technical assistance and information to the public via front counter inquiries, telephone and e-mail.
- Process minor crown land referrals and land use permits such as building declaration and siting approval permits, development variance permits, development permits and temporary use permits.
- Conduct research and data gathering in support of long-range planning initiatives such as zoning bylaw and official community plan updates and active transportation projects.
- Provide administrative support to the department including but not limited to records management, development procedures, communications, and others.
- Prepare meeting minutes for Advisory Planning Commission (APC) meetings and other department meetings.
- Conduct site visits as needed to review compliance with zoning and other department bylaws.
- Other duties as required.

Working with others:

- Assisting other Development Services staff and collaborating with staff from other departments as necessary.



Skills and Abilities:

- Strong written and verbal communication skills.
- Ability to adapt to frequent interruptions and adjust task priorities as needed.
- Proficiency in Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- Working knowledge of Adobe Creative Suite and SketchUp preferred.

Specific Training and Experience:

- University degree in planning or related field.
- Demonstrated understanding of provincial planning legislation and related statutes.
- 1-2 years relevant work experience preferred.

Work Environment:

- No adverse working conditions as this position is based in an office environment.
- The position includes occasional site visits, which can include travel to various areas of the Regional District.

Physical, Mental and Visual Demands

- Full time workload of 35 hours a week, plus occasional overtime for community engagement events and evening meetings such as APC meetings.
- Occasional site visits may extend beyond work hours.
- Occasional meetings and workshops may require out-of-town travel.
- Intense visual/listening concentration and note taking frequently required.

Required Licenses/Certifications

A current and valid BC Driver's License. The license must not include any restrictions that would affect the ability to carry out job responsibilities legally and safely.

Please submit your cover letter, resume and references by mail or email to the Regional District of Kitimat-Stikine by 9:00 a.m. on Monday, July 15, 2022. We appreciate your interest when applying and advise that only candidates under active consideration will be contacted.

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