



## **PLANNING OFFICER I PERMANENT FULL-TIME WILLIAMS LAKE**

We are seeking qualified individuals to apply for a permanent, full-time position of Planning Officer I, based out of the Cariboo Regional District office in Williams Lake.

**SUMMARY:** Reporting directly to the Manager of Planning Services, the incumbent will be responsible for assuming a broad range of duties in the area of development planning, ALR and other permit and rezoning applications. Important components of this role include the interpretation and application of bylaws, policies and guidelines, implementation of long-range planning initiatives, and data collection and analysis. This position offers the opportunity to provide direct customer service, advice and interpretation, and to research and write complex planning reports.

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in Planning, or closely related field (Master's Degree would be preferred).
- Experience working within a local government setting.
- Strong written and verbal communication skills are required.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with mapping software.
- Must maintain a valid BC driver's license.

**WAGE:** This is a BCGEU position. The terms of this position include a wage of \$36.20 per hour. A standard probation period will apply.

**WORK SITE LOCATION:** The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 Third Avenue North, Williams Lake, BC. Travel within the regional district will be required.

**HOURS OF WORK:** 9-day fortnight schedule averaging 70 biweekly hours (working a 9-day workweek in a 2-week period between Monday through Friday). On occasion the incumbent may be required to work on non-standard schedule to accommodate the attendance of evening meetings or for presentations.

Qualified candidates wishing to apply and looking for a detailed job description please visit [www.cariboord.ca/careers](http://www.cariboord.ca/careers). Applications will be accepted by the undersigned until a suitable candidate is found. Applications must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to this position. In order to be considered for this position, all valid and current educational credentials pertaining to the position must be included in the package.

The Cariboo Regional District recognizes the public health benefits of vaccination programs in reducing illness, disability, and death from community-acquired diseases and will support public health messaging about the importance of vaccines against communicable diseases. Consequently, the Cariboo Regional District requires that all employees be fully vaccinated from COVID-19 as per the Cariboo Regional District Mandatory Vaccine Policy.

*We wish to thank all candidates for their interest; however, only those selected for interviews will be contacted.*

Bernice Crowe, Manager of Human Resources  
Cariboo Regional District  
Suite D, 180 Third Avenue North  
Williams Lake, BC V2G 2A4  
PH: 250 392 3351  
[www.cariboord.ca/careers](http://www.cariboord.ca/careers)