



Planning Student – Term Position

The City of Duncan is seeking a Planning Student for a Six-month Term

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you will find 300 shops and services in a few beautiful walkable blocks lined with 40 world-renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world-class trails, cultural amenities, and all forms of indoor recreation. This compact city offers high quality living and acts as the commercial centre of a trading area serving a population of approximately 80,000 people.

The planning student's tasks will focus on assisting with development applications and property enquiries. The student will also assist in the review, research and analysis of policies and bylaws, and with drafting reports to Council and other committees. Knowledge and experience in land use planning is essential and the ability to think bigger picture and envision innovative approaches to problem solving and policy creation will be a very strong asset.

The ideal candidate is well-organized, customer service focused, and keen to deliver high quality services to our community. Other duties may be required from time to time including working occasional evenings or weekends at public or stakeholder events.

Required Skills, Qualifications and Abilities:

1. Registered as a full-time, post-secondary student during the current academic year (2018-2019) in planning or a related discipline.
2. Strong customer service, communication, problem solving, research and analysis, and computer skills.
3. Experience with public presentations and public engagement.
4. Knowledge and experience in planning, including familiarity with BC legislation such as the *Local Government Act*.
5. The position may be mentally demanding; candidate must be able to successfully perform all duties associated with the position and be able to handle moderate levels of periodic stress.
6. Candidates will be selected based on how their skills, qualifications, abilities, and previous experience best meet the requirements listed in this posting.

This is a temporary student position, within the Canadian Union of Public Employees – Local 358, with an hourly rate of \$20.37 (2018 rate), plus 4% in lieu of vacation. The work week is 35 hours. Candidates must have completed full time studies within the past six months or currently be a student.

The position begins as early as March 12 and lasts approximately six months. Please submit your application by **4:00 p.m. Monday, March 5, 2018** by email to HR@duncan.ca (PDF is the preferred format). Questions may be directed to Michelle Geneau, Manager of Planning, by email michelle@duncan.ca.

To be considered for this position, please include the following information with your application:

- Resumé detailing relevant work experience and education, including three references;
- Cover letter (include date available) demonstrating how those qualifications and that experiences fit the applicant for the position; and
- Current post-secondary transcripts or letter of enrollment confirmation.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.