



Planning Student – Term Position

The City of Duncan Development Services Department is seeking a Planning student for a four-month term (May – August) position, with the possibility of an extension for two additional months (September – October).

Duncan is located on Vancouver Island, in the heart of the ‘Warmland’ – the Cowichan Valley – mid-way between Nanaimo and Victoria. This compact city offers high-quality living and acts as the commercial centre of a large catchment area of approximately 75,000 people.

The student planner’s tasks will focus on development applications, sign permit applications, bylaw contravention issues and contributing to the development of bylaws and policies. The student may assist in review, research, analysis of policies and draft 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 and public or stakeholder events.

Required Skills, Qualifications and Abilities:

1. Registered as a full-time, post-secondary student during the current academic year (2016-2017).
2. Possession and maintenance of a valid BC Driver’s Licence (Class 5); a satisfactory current driver’s abstract will be required.
3. 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.
4. 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 (2016 rate), plus 4% in lieu of vacation. The work week is 35 hours and candidates must have completed their first degree within the past six months or currently be a student.

The position begins as early as May 8th and ends no later than October 31st, 2017.

Please submit your application by **4:00 pm Friday, April 14th, 2017** to the attention of Dave Pady, Manager of Planning, by email to dpady@duncan.ca (PDF is the preferred format).

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

- résumé 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;
- current driver's abstract (available free from ICBC: call 1-800-663-3051 or go to www.icbc.com); 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.