

# THE CITY OF DAWSON

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www.cityofdawson.ca



## EMPLOYMENT OPPORTUNITY Internal & External Posting Community Development and Planning Officer Permanent, Full time

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The City of Dawson is seeking a qualified applicant to fill the position of Community Development and Planning Officer. Under the direction of the Chief Administrative Officer (CAO), the Community Development & Planning Officer (CDO) performs a variety of community development and planning, economic development, and land administration functions.

**Qualifications:** Please submit your resume clearly demonstrating how you meet the following qualifications:

### Knowledge and Skills:

- Post-secondary education in the area of planning or a related field.
- Minimum of three-years' experience in a fast-paced, deadline oriented work environment where the provision of excellent service to the public was considered top priority.
- Proficient computer skills in Microsoft Office Suite.
- Experience in public relations, conflict management, negotiation, mediation and problem solving.
- Excellent organizational and time management skills with ability to prioritize.
- Effective written and verbal communication skills, presentation and listening communication skills.
- Demonstrated exceptional work ethic, can-do attitude, the desire to learn and be a team player.
- Discretion, tact, compassion, good judgment and cultural sensitivity.
- Ability to plan, direct, develop, implement and evaluate programs, bylaws, policies and procedures.
- Ability to establish and maintain professional working relationships with staff, and the public.
- Ability to work flexible hours.
- Ability to maintain confidentiality.
- Eligibility for membership in the Canadian Institute of Planners.
- Valid class 5 Drivers License.
- Lands Viewer, GP and GIS experience would be an asset.

A job description is available upon request or at [www.cityofdawson.ca](http://www.cityofdawson.ca).

**Salary and Benefits:** This is a Union position. Salary and benefits shall be in accordance with the Collective Agreement, and offers a salary range of \$66,655 to \$79,987 plus benefits.

**Closing Date:** A current resume and cover letter must be received at the City of Dawson Office by **4:00 PM on Friday, June 16, 2017**. Interested applicants may submit applications marked **"Personal and Confidential"** Attention: **Anne Mendelsohn:**

by email to [seniorfinanceofficer@cityofdawson.ca](mailto:seniorfinanceofficer@cityofdawson.ca), or

by mail to: City of Dawson Office  
1336 Front Street  
Box 308, Dawson City, YT Y0B 1G0

The City of Dawson thanks all applicants, but only those selected for further consideration will be contacted.