



PERMANENT FULL-TIME PLANNING ASSISTANT

(Competition 20-84)

Position Overview

The City of Nanaimo is seeking a permanent full-time Planning Assistant. Under the direction of the applicable Community Development Manager, the incumbent is responsible for ensuring that development applications meet applicable City bylaws, pertinent statutes, and current municipal planning goals and objectives. The Planning Assistant will have a strong knowledge of site planning, urban design, and community planning practices. This position requires the ability to work under continual deadlines, resolve competing community interests, prioritize and successfully complete a multitude of tasks, pay attention to detail and deal tactfully with a variety of people.

Qualifications

Applicants must have a degree in Urban Planning, Urban Design, Geography, Architecture, or Landscape Architecture and a minimum of one year experience working in a municipal environment assisting in the planning function. An equivalent combination of education and experience may be considered. Possession of a valid Class 5 BC Driver's Licence is required.

Additional Information

This is a unionized position. \$36.74 per hour - after Probation (Jan 2020 Rate), based on a 35 hour work week. A comprehensive benefit package is included.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 20-84 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at www.nanaimo.ca.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 98,000. Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

Posting Date

Friday, September 25, 2020

Application Deadline

Wednesday, October 14, 2020
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
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