



Making a difference...together

Employment Opportunity

Planning Assistant

Parks & Environmental Services – Regional Parks

Competition	20/102
Status	Auxiliary (6 month term)
Hours of Work	70 hours bi-weekly
Rate of Pay	\$33.35 to 37.85 per hour plus 14% in lieu of benefits
Review of applications begins	4:00pm on July 13, 2020

Summary

The Planning Assistant assists with work related to the planning, protection and delivery of regional parks and regional trail initiatives. This position functions in an interdisciplinary team environment and provides technical assistance on planning related projects and park management planning initiatives, including conducting studies and participating and coordinating public engagement processes.

The anticipated length of this term assignment is approximately 6 months.

Duties & Responsibilities

- Assists with the preparation and coordination of park and trail management planning, infrastructure, and site plans.
- Assists with the research and preparation of environmental, recreational or social studies and integrates this research into planning initiatives.
- Drafts reports on a variety of planning initiatives.
- Assists to organize and coordinate public engagement initiatives and public consultations.
- Provides project coordination and management of related projects.
- Assists to prepare project charters, terms of reference and monitor project budgets.
- Liaises with CRD staff, including GIS staff on related GIS requirements.
- Undertakes planning studies and participate in cooperative planning exercises with other stakeholders.
- Works with consultants on planning projects, as well as assists with the administration of contract and budgets.
- May act as a CRD representative to liaise with community stakeholders on related projects.
- Respond to inquiries from the public.
- Coordinate and/or participate on project teams.
- Assists with the preparation of data and related budget information.
- Drafts reports on a variety of planning initiatives.
- Conducts site visits, as required.
- Works cooperatively with staff, the public and commissions on projects as directed.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- A bachelor's degree with a focus on park and trail planning in a natural area context and three years related experience.
- Excellent communication (verbal and written), interpersonal and customer service skills
- Experience preparing park and trail management plans, studies and policies.
- Some experience with environmental, recreational and social studies related to park and trail management
- Experience coordinating and facilitating public engagement processes
- Ability to provide guidance and direction to external consultants.
- Ability to establish and maintain effective relationships
- Some knowledge of park and trail planning principles and practices
- Knowledge of the concepts of park and trail planning and public sector land use planning
- Knowledge of natural area conservation and outdoor recreation management, ecosystem-based management and the use of environmental information in park planning
- Ability to collect and analyze data and understand a variety of technical reports, demonstrating a strong attention to quality and detail.
- Knowledge of research techniques and principles
- Knowledge of GIS and its application for park and trail planning.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

