



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20240429_CPLAN
POSITION TITLE:	COMMUNITY PLANNING ASSISTANT
DEPARTMENT:	COMMUNITY PLANNING
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 9 - \$37.98/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm (35 hours per week)
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great place to work, live, and play.

The City of Colwood has an opportunity for a **Full-Time Regular COMMUNITY PLANNING ASSISTANT** in the Community Planning Department. This is a UNION position with CUPE, Local 374. The ideal candidate has directly related Community Planning experience in a local government or public sector environment.

Under the direction of, and with primary responsibility to the Director of Community Planning, this position is responsible for administrative and general technical support of the Community Planning Department and its team members. The Community Planning Assistant performs a variety of planning support duties related to the development of planning policy and the preparation of city-wide and local area plans, all within a team environment. Assistance with the administration of grant applications and related opportunities is also a key responsibility of the position. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support and/or service coverage to other City departmental teams.

This position has considerable contact with the public and requires a high level of interpersonal skills, judgement, tact, and accuracy in public communications and the dissemination of information while independently managing competing tasks.





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MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Grade 12 or recognized equivalent.
- Post-secondary training in Planning, Public Administration, or a related field is an asset.
- Minimum of 2 years' experience in municipal government, the field of Community Planning, and/or a combination of the two.
- Training and/or experience in the use of recognized office computer software and/or experience in the use of business process automation software (e.g. Tempest and SharePoint).
- Experience as a recording secretary to committees, council, boards, or commissions is an asset.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20240429_CPLAN**, please submit your resume and a **detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to careers@colwood.ca.

Applications will be accepted until 4:30pm on Thursday, May 9, 2024

The City of Colwood values diversity and is committed to employment equity.

