COMMUNITY PLANNING ASSISTANT

The Red River Planning District (RRPD), comprised of the RM of East St. Paul, RM of West St. Paul, RM of St. Clements, RM of St. Andrews, City of Selkirk and the Village of Dunnottar, is accepting applications for the full time position of Community Planning Assistant.

Under the supervision and direction of the Executive Director, the Community Planning Assistant will divide their time and responsibilities between assisting Community Planners with processing current planning and development applications (e.g. variances, conditional use, subdivisions, etc.), and, supporting the Senior Community Planner with long-range planning initiatives (e.g. Development Plan update, secondary plans, etc.).

PREFERRED QUALIFICATIONS:

- Undergraduate Degree in Community Planning or a related discipline, or, a minimum of three years' experience in land use planning and development in a local government setting
- Familiarity with local planning documents and regulations such as Development Plans, municipal Secondary Plans and Zoning Bylaws.
- Ability to conduct research and report findings both verbally and written.
- Proven ability working with computers and office related software (such as MS Word, MS Excel, Adobe InDesign, MapInfo, etc.), and other office related equipment (fax, copier etc.).
- Proven ability providing clear communication, both verbal and written.
- Ability to assess situations and exercise sound judgement.
- Ability to exercise courtesy, tact, and sound judgement in discussion of technical planning matters with developers, consultants, representatives from other levels of government, Planning District staff, and members of the general public.
- Ability to work efficiently and with frequent interruptions.

Interested candidates should submit a cover letter and resume, including three references, marked **Community Planning Assistant** no later than **4:00 P.M. Friday, September 22, 2017** to the attention of:

Cynthia Grandmont, Manager of Finance and Corporate Services
Red River Planning District
806-A Manitoba Avenue
Selkirk, MB, R1A 2H4
Fax: (204) 482-3799
Email: cynthia@rrpd.ca

Thank you to all who apply, however, only those candidates selected for interviews will be contacted.