

## PLANNER

### JOB TYPE AND LOCATION

This is a full-time contract position (37.5 hour work week) with the possibility of becoming full-time permanent. It is based out of Regional Service Commission 8's office in Sussex, New Brunswick.

Hours of employment are from 8am-4pm, Monday - Friday with occasional evenings to attend meetings.

### JOB SUMMARY

This position is responsible for performing routine to intermediate planning work that includes a variety of duties pertaining to land use applications, creating and interpreting regulations, research and reporting, public consultation, and various administrative tasks. Other components of this role also include engaging with stakeholders, community groups, government services and others for implementation of long-range planning initiatives.

### MINIMUM REQUIREMENTS

- Bachelor's degree in a relevant field.
- One to two years' experience in a similar position or related field.
- Excellent communication skills in English
- Proficiency with MS Office, ArcGIS software and other industry-specific software
- Thorough knowledge of planning principles and practices and planning regulations, procedures and requirements.
- Excellent knowledge of project management techniques, research methods and statistical analysis and principles.
- Capable of interpreting and administering the New Brunswick Community Planning Act.
- Strong organizational skills and ability to work effectively on several projects simultaneously
- Demonstrate initiative, resourcefulness and independent judgement
- Any combination of education and experience may be considered.

### SALARY & BENEFITS

- RSC8 offers a competitive salary with the following benefits
  - Matching RRSP Pension Plan, Dental, Life, Disability, Medical, Vision Care Insurances, Employee and Family Assistance Program, Paid Vacation

**Please submit your cover letter and resume to [info@rsc8.ca](mailto:info@rsc8.ca) or in person at 27 Winter Street, Unit 2, Sussex, NB, by 4 PM on November 29<sup>th</sup>, 2019.**

RSC8 wishes to thank all applicants for their interest; however, only those selected for an interview will be contacted.