



PEACE RIVER  
REGIONAL DISTRICT

### Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

#### Posting Date

May 29, 2025

#### Application Deadline

June 12, 2025, at 4:00 pm

#### Application Information

Visit [prrd.bc.ca/employment](http://prrd.bc.ca/employment) to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District  
Human Resources

[hrprrd@prrd.bc.ca](mailto:hrprrd@prrd.bc.ca)

P. 250-784-3235

## Development Services Coordinator

### Full Time, Permanent Position

#### Position Overview

Reporting to the General Manager of Development Services or designate, the Development Services Coordinator will support the coordination and delivery of development services functions, including current and long-range planning, building inspection, bylaw enforcement, and inquiries from the public, PRRD staff, and other agencies. This position will work out of the Dawson Creek Office location.

#### Duties

- Responsible for initial review of development applications for completeness with Regional District requirements.
- Responsible for developing, maintaining, and coordinating department records.
- Assist with correspondence and report preparation/recommendations.
- Prepare property inquiry responses and letters.
- Provide information and guidance to the public, builders, developers, government agencies, and consultants explaining department functions, processes, and policies.
- Prepare, coordinate, conduct, and document public meetings, committees, and notifications.

#### Qualifications

The ideal candidate will have:

- Diploma or certificate in local government administration, planning, bylaw enforcement, or an equivalent combination of related education, training, and experience.
- Three (3) years related experience in local government.
- Ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.
- Strong interpersonal skills suitable for working with the public, elected officials, and diverse professionals.
- A valid Class 5 Drivers' License must be maintained.

#### Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. Evening and weekend work may be required.

The after-probation rate of pay for this union position is \$38.71/hr, plus benefits.

*We thank all candidates for their interest, however, only those selected for interviews will be contacted.*

[www.prrd.bc.ca](http://www.prrd.bc.ca)



Peace River Regional  
District Official Page | Facebook

diverse. vast. abundant.