



**FRASER VALLEY REGIONAL DISTRICT
STUDENT I (STRATEGIC PLANNING & INITIATIVES)
TIME-DURATION APPOINTMENT
Full-Time Hours
Competition #2013-06**

Headquartered in Chilliwack, B.C., the Fraser Valley Regional District is inviting applications from qualified candidates to fill the time-duration (May 6th to August 30th, 2013) union position of **Student I (Strategic Planning & Initiatives)**.

We are looking for a Student to work in our Strategic Planning and Initiatives Department who will assist staff with the GIS Inventory/Water Model for Agriculture and Statistical analysis. This will involve extensive travel within our region, and will require the use of a range of tools including statistical analysis, GIS and desktop publishing software.

Candidates who meet the knowledge and skills requirements for the job are welcome to apply for the position. Candidates must be: (i) currently attending or enrolled in the next semester of a secondary or post-secondary educational program, full or part-time; or (ii) have attended full or part-time, in the last academic year.

The wage rate for this position will be \$15.86 per hour (\$14.39 plus 10.2% in lieu of benefits).

The incumbent will be employed as a Time-Duration employee and will normally work 8:30 a.m. to 4:30 p.m., Monday to Friday with one hour for lunch. The incumbent must in possession of a valid Class 5 Driver's License to drive a Fraser Valley Regional District vehicle.

For further information regarding this position or about the Fraser Valley Regional District please visit our website at www.fvrd.bc.ca.

Interested applicants should submit a detailed resume with a cover letter quoting Competition #2013-06 by 4:30 p.m. March 11, 2013 to:

jobs@fvrd.bc.ca or mail to:

Fraser Valley Regional District
Human Resources Department
45950 Cheam Avenue,
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

FRASER VALLEY REGIONAL DISTRICT

JOB DESCRIPTION

Date: March 2012

1. **CLASS TITLE:** Student I (Strategic Planning & Initiatives)
2. **PAY SCALE:** Pay Grade 101
3. **DIVISION:** Regional Programs
4. **DEPARTMENT:** Strategic Planning & Initiatives
5. **ORGANIZATIONAL RELATIONSHIPS:**
 - (a) Reports to: Director of Regional Programs
 - (b) Supervises: No staff supervision
 - (c) Coordinates with: Other Planning Staff

6. **GENERAL ACCOUNTABILITY:**

The incumbent in this class assists the Regional & Corporate Services Team to achieve an efficient operation in the Strategic Planning & Initiatives Department by providing reliable cartographic, data processing and house-keeping duties.

7. **NATURE AND SCOPE OF WORK:**

Under supervision:

- Assists staff members in the update, preparation, and research of planning documents.
- Analyzes a variety of data pertinent to planning projects.
- Assists staff members in the update, preparation and completion of specific statistical reports.
- Prepares correspondence, documents and reports.

8. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have a minimum of one year relevant post-secondary education.
- Must be: (i) currently attending or enrolled in the next semester of a secondary or post secondary educational program, full or part-time; or (ii) have attended full or part-time, in the last academic year.
- Must be able to read, interpret and prepare maps.
- Must be able to demonstrate clear and effective written and verbal communication skills, with the ability to explain technical information in non-technical terms.

8. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Con't**

- Excellent computer skills, with a high level of proficiency with Microsoft Office, and have sound knowledge of GIS and the ability to acquire a sound knowledge of graphics and desktop publishing software.
- Must be able to operate and trouble-shoot standard office machinery and equipment.
- Excellent interpersonal and public relations skills are essential as well as the ability to establish and maintain effective working relationships.
- Must be able to work independently and within a group environment.
- Must be in possession of a valid Class 5 Driver's License.

9. **WORKING CONDITIONS:**

The incumbent shall be employed as a Time-Duration employee and will normally work 8:30 a.m. to 4:30 p.m., Monday to Friday with one hour for lunch.

RECORD OF CHANGES:

February 2013 – Change in reporting structure