



**DISTRICT OF SAANICH
PLANNING - ADMINISTRATION**

**PLANNING GRAPHIC TECHNICIAN
Permanent; Full-Time**

The District of Saanich employs more than 1500 members across nine departments; our greatest asset is a high performing workforce. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts top-quality people and enables them to perform at their best. If you are customer service savvy and enjoy working on a team, the District of Saanich Planning Department would love to hear from you!

The Planning Graphic Technician performs creative and technical work, providing illustrative graphic design for both print and web applications to various sections of the department. The successful candidate will develop graphic material from conception to production from assignments received in a form of general ideas and suggestion, and takes initiative in designing and completing work. Responsibilities include creating documents using desktop publishing software; managing the departments web pages; assisting with the creation of and maintenance of social media presence; and providing customer service to the public at the counter and through phone and email enquiries.

Requirements include Grade 12 or equivalent supplemented with a two year diploma programme with major emphasis in Graphic Design, Visual Communications or Commercial Arts; one year commercial graphic design experience; and a keyboarding speed of 60 wpm. The ideal candidate excels in a high-volume customer service focused environment, is flexible and has a can-do attitude. Knowledge of local government is considered an asset. Candidates with an equivalent combination of education and experience may be considered.

The team you'll be joining is close knit, collaborative and regularly dominates at pickleball, Halloween decorating and baked goods (both production and consumption). If this sounds like we might be a fit for you, please submit your resume and cover letter.

The successful candidate will work Monday to Friday, 8:30 a.m. - 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$37.07 per hour with an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply via our careers page by 11:45 p.m. on February 6, 2025 quoting competition 25013.** As a component of the selection process, testing will be conducted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. **We thank all applicants for applying. Only those under consideration will be contacted.**