

*The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!*

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of May 9, 2024 and must be received by 4:45 PM on **Tuesday, May 21, 2024** quoting:

**Competition No: 2024-174**

Burnaby is experiencing an exciting time of growth and re-development that will shape the City and the quality of life for our residents. This is technical research role that conducts recreational research studies on a variety of Parks and Recreation and Cultural Service matters. The incumbent collects, assembles and summarizes data that concerns land and facilities development. The incumbent independently analyzes and interprets assembled research data and prepares detailed research reports which may be used as a basis for departmental policy formulation and park planning documents. The incumbent determines the requirements for each assigned project, identifies problems, develops appropriate data collection with current programs and tools to create reports and illustrates findings. Incumbents are expected to plan and collect relevant research, assign and monitor the work of subordinates engaged in research work. The incumbent is expected to exercise considerable initiative and independence of judgement are exercised within guidelines and priorities establish by a supervisor as projects are assigned. The incumbent promotes, arranges and attends public information meetings; liaises with a variety of contacts in a resource capacity and participates in committees and meetings as required; establishes and maintains effective working relationships with internal and external clients; prepares and maintains a variety of reports and records related to the work and performs specific administrative tasks in the absence of a supervisor. Performs related work as required.

Qualifications included University graduation in Urban Geography, Planning or a related discipline plus sound related experience, or an equivalent combination of training and experience. Considerable knowledge of department policy, procedures, rules and regulations related to the work performed as well as departmental resources and related community interests and needs. Sound knowledge of the principles, practices and techniques used in research projects. Working knowledge of the basic principles and practices of drafting and graphics. Ability to collect, assemble, summarize, analyze and interpret research data and prepare reports with recommendations; perform basic drafting duties, supervise and coordinate the work of research subordinates; ability to perform administrative tasks as well as prepare and maintain reports and records related to the work. A valid Driver's License for the province of British Columbia is required.

**SALARY:** \$5,957 – 6,200 – 6,460 – 6,730 – 7,011/month (Pay Grade 22)  
**STATUS:** Regular Full Time  
**LOCATION:** Christine Sinclair Community Centre  
**SCHEDULE:** 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:00 PM  
**SPECIAL NOTES:** Subject to Note 'U' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

*At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.*

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.*

*Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

*We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

*Reference: 50003149*

Apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers)