

## **PLANNER II (POLICY PLANNING)**

Position ID: J0923-0094

Job Type: Full Time

Department: Planning and Development

Number Of Positions: 1

Closing Date: October 4, 2023

Min Salary: \$82,309.00/Year

Max Salary: \$102,882.00/Year

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

You will be responsible for the development and implementation of planning strategies, statutory documents and municipal policy. You will require a thorough knowledge of related Acts and Regulations and the planning process in Alberta. You will support the department by processing land use re-designations, statutory plan approvals, long range projects and policy development. You will also support park development initiatives and be a key liaison between our Planning and Parks departments and may take on special projects or support other areas as required.

Responsibilities include:

- Provide interpretation and guidance to external stakeholders on policy development initiatives and planning applications
- Meet with customers to ensure process is being understood and followed
- Create and maintain professional relationships with the public and development community
- Review pre-application requests and provide advice and guidance to customers
- Process plan approvals and amendments
- Act as the key liaison between planning and the parks department regarding the design and land use of parks and other public open spaces
- Comply with and ensure municipal compliance with Acts, regulations, bylaws, agreements, policies and procedures
- Review and respond to requests from internal departments, government agencies and the public (through front counter, telephone and written inquiries and referrals)
- Conduct research in specific or general project areas and present planning reports and planning policy documents
- Assist in preparing and supporting policy plans such as the Municipal Development Plan, Community Area Structure Plans (CASP) and Neighborhood Structure Plans (NSP)
- Prepare, present and defend planning reports on complex planning issues and applications to the public (e.g., Municipal Planning Commission, Community Services Advisory Board) and Council as required
- Develop and implement business improvements to benefit customers and the City

### **You Bring:**

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) and a minimum of 3 years of progressively more responsible and varied planning experience OR; a degree in a planning related discipline

and a minimum of 5 years planning experience

- Membership or eligibility for membership with the Alberta Professional Planners Institute (APPI) is an asset
- Minimum 3 years of experience involving a broad range of planning and development files in a municipal environment
- Strong understanding and application of provincial and municipal planning policies, legislation, processes, procedures and statutory planning documents
- Prior experience working with park development initiatives and other public open spaces
- Experience working independently and synthesizing information resources in a clear and concise fashion when processing applications
- Experience with interpretation and application of relevant municipal/provincial policy to the processing of applications and the development and preparation of planning documents
- Proficiency in writing and presenting technical reports
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint)
- Previous experience working with geographic information systems (GIS), development application management tools (e.g., CityView) and document management software (e.g., eScribe, SharePoint) would be an asset
- Ability to work on several projects or issues simultaneously
- Ability to present to Council, the public and government departments as required
- Ability to work independently and take initiative to identify and resolve planning application issues
- Ability to plan, organize and schedule work to successfully meet deadlines
- Ability to communicate with a variety of stakeholders in a tactful and professional manner
- Ability to work within a high-volume, fast paced working environment and to think and react quickly and effectively to problems that may arise

#### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

#### **Additional Information:**

This full-time permanent position (37.5 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself.

#### **Next Steps:**

Candidates are invited to apply online @ [www.airdrie.ca](http://www.airdrie.ca).