



Make working for  
**The City** work for you.



## Planner 1 – Community Planning

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life. Within the City, Community Planning is focused on planning and building Calgary as a place where people love to live, work and play.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Planner 1, you are responsible for managing the review of land use and development applications, and for assisting with and preparing planning policies. Your primary duties include:

- Review, evaluate, and make recommendations on a wide range of development applications.
- Coordinate input from interdepartmental partners on policy development and planning applications.
- Prepare technical reports and present recommendations to the appropriate approving authorities.
- Collaborate, negotiate, and problem-solve effectively in a professional manner.
- Respond to enquiries, including interpreting and explaining planning policies and decisions to various internal and external customers.
- Participate in public engagement events regarding planning policy, development applications and guidelines. Assist in various projects and initiatives that implement the Municipal Development Plan (MDP) or other City policies and initiatives.
- Work in a fast-paced, customer-focused, team-oriented, environment

### Qualifications

- A planning degree that is accredited by the Canadian planning profession via the Professional Standards Board; OR
- A degree in a planning related discipline and at least 1 year of relevant planning experience.
- Eligibility for membership with the Canadian Institute of Planners (CIP) is a requirement.
- Experience with planning legislation, with work experience applying that knowledge on a broad range of planning projects is an asset.
- Possess strong written and verbal communication skills in addressing a wide range of audiences, such as Calgary Planning Commission, City Council, committees, and citizens.
- Demonstrate sound judgement, effective analytical and decision-making skills.
- Success in this position requires professionalism, integrity, ethical behavior, and commitment to the [cultural values](#) of The City of Calgary.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 7 Permanent and 1 Temporary (up to 18 months)  
Compensation: Pay Grade 11 \$42.09 – 56.27 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Community Planning  
Location: 800 Macleod Trail SE  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: March 28, 2023  
Job ID #: 307296

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