



Coordinator, Community Planning

If you are committed to public service, enjoy collaborating with others, share our [values](#) have a desire to learn and grow, join The City of Calgary. City employees operate the facilities, deliver the services and run the programs which make a difference in our community. We support work-life balance and offer competitive wages, pension and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

As the Coordinator, Community Planning, you will be responsible for leading the activities of Planning Advisory and Coordination (PAC) within Community Planning and overseeing the work of the PAC team of six or more professional staff. In addition to leading the team, the Coordinator will take on some of the day to day operations of PAC and be “hands on” as a working leader. The PAC team coordinates and carries out planning, legislative and administrative work in the preparation and delivery of planning applications to Calgary Planning Commission (CPC), Council, and the Subdivision and Development Appeal Board (SDAB). The team supports and act as a resource to City staff, Committees and Council. Primary duties include:

- Oversee the day to day operations of PAC, including, but not limited to:
 - report reviews and agenda preparation for CPC, Urban Design Review Panel (UDRP) and SDAB;
 - review of Direct Control Bylaws and policy amendments;
 - final sign-off on proposed Bylaws; and
 - meetings with various internal and external stakeholders.
- Attend meetings of CPC to provide expertise and guidance to the members on planning matters, process and applications.
- Represent Development/Subdivision Authority at SDAB, and other Boards as required.
- Collaborate across organizational lines to foster the development and guide staff through change management efforts with agreed upon outcomes.
- Ensure the achievement of appropriate and consistent planning decisions in the development of The City, by ensuring adherence to the established Divisional, business plan and strategic directions.
- Develop, in conjunction with senior management, annual work plans and coordinate and assign staff to these projects to ensure division's current Action Plan direction.
- Develop and sustain strategic and working relationships by implementing initiatives across business units and the Corporation, to facilitate corporate partnerships and excellence in service delivery.

Qualifications

- A degree in Planning or a related field recognized by the Canadian Institute of Planners and at least 8 years of experience in policy and development planning, interpreting and applying development policy in a planning capacity.
- Leadership experience in managing a work group, monitoring performance and leading change is required.
- Strong political acumen, comprehensive understanding of planning legislation, Council, Committee and SDAB procedures.
- A professional designation in Canadian Institute of Planners (CIP) or Alberta Association of Architects (AAA) is an asset.
- You are a strategic and analytical thinker with strong knowledge of planning legislation, processes and analysis techniques.
- You have strong communication and coaching skills while maintaining tact, diplomacy and integrity; Effective project management skills with a focus on conflict resolution and negotiation techniques.
- A thorough understanding of corporate processes, programs and demonstrated ability to effectively build partnerships and relationships with stakeholders.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt	Business Unit: Community Planning
Position Type: Permanent Position	Location: 800 Macleod Trail S.E
Compensation: Exempt Level F- \$88,307 -\$135,252 per annum	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: February 2, 2021
Audience: Internal/External	Job ID #: 303619

Apply online at www.calgary.ca/careers

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.

«Description»

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