



Make working for  
The City work for you.



## Planner 1

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.

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 will join a group of dedicated planning professionals in the Community Planning team. This position offers significant professional opportunities for individuals with strong planning and teamwork abilities. Primary duties include:

- Conduct research and technical analysis while critically assessing options.
- Help with the preparation of statutory and non-statutory policy and plans.
- Research, review, and evaluate various applications; make recommendations to the appropriate approving authority.
- Contribute to policy and application requests and provide advice and guidance to internal stakeholders.
- Review and prepare recommendations to the general public, internal and external stakeholders, and elected officials.
- Respond to inquiries from external stakeholders, including the general public, regarding planning policies and applications.
- Participate in public consultation events regarding planning policy, guidelines, and operational protocols.
- Help the Community Planning team in various projects and initiatives that implement the Municipal Development Plan (MDP).

### Qualifications

- A degree that is accredited by the Canadian planning profession via the Professional Standards Board; OR
- A degree in a Planning-related discipline, combined with at least 1 year of relevant planning experience.
- Previous experience in any of the following will be considered an asset: responding to public inquiries; interpreting policy and legislation; file managing development permits, land use and outline plan applications.
- Membership with the APPI will also be considered an asset.
- Experience working with the Land Use Bylaw is an asset.
- You are a strong communicator, with a demonstrated focus on conflict resolution and problem solving, and an aptitude for building positive relationships with internal and external stakeholders.
- You demonstrate good judgement and decision making skills, while being adaptable and embracing change.
- Successful performance in this role requires: a strategic and analytical thinker with sound planning analysis; the ability to promote and contribute to team goals, and achieve objectives ensuring optimal use of resources; and demonstrated professionalism, integrity, ethical behaviour and commitment to the values of The City of Calgary.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: Temporary (up to 18 months)  
Compensation: Pay Grade 11 \$40.05 – 53.55 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Calgary 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: August 20, 2021  
Job ID #: 304271

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



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