

## Planning Technician I - Planning Coordination Job Number: 42660

Are you result-oriented, self-motivated and proactive? Do you enjoy applying your knowledge of land use planning, municipal policies, best practices, and process to review and influence various land development proposals? If you do.... Here is your opportunity to be part of the Planning Coordination Section of the City Planning Branch.

You will provide planning and technical support to the Planning Coordination Branch and support day to day operation. Your work with the planner will help to enhance the presentation of the work through the use of graphics, and achieve more timely outcomes for planning reviews, engagement with the public, and ultimately information presented to Council. You will play an influential role in shaping the City's growth through review of non-complex land development applications providing the opportunity to shape the broad physical, social, financial, economic and environmental future for the City. You will effectively identify issues and implement creative solutions to planning and land use matters with the development industry, interdisciplinary professionals internally and externally, and the public. Your professional skills and customer service focus will assist you in managing, prioritizing, and completing your assignments in this dynamic environment.

With a focus on the City of Edmonton's Cultural Commitments to Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Provide support and research on diverse range of land development applications related to municipal land use, infill, and area planning
- Provide support to the team as a whole, including creating and maintaining project web pages, responding to internal and external inquiries, and providing initial review of applications for completeness
- Lead non-complex LDA files
- Plan and execute Public Engagement activities for a variety of development programs, including:
  - the preparation of public engagement materials such as presentations, poster boards, computer models, infographics
  - the coordination of engagement event logistics
  - attendance at public engagement events (in person or virtual as needed)
- Provide professional planning, advisory, and consultative services on land use proposals to the development industry, community groups, the public, and other agencies
- Create graphics and mapping to support LDA files and provide technical support for map creation, notifications, and bylaw preparation.
- 3D Modelling of proposed buildings. This includes conducting shadow and viewshed studies
- Perform other related duties as required

### Qualifications:

- Bachelor's degree in Urban Planning or a related degree
- Membership in the Canadian Institute of Planners (CIP) or the Alberta Professional Planners Institute (APPI) is desirable and would be an asset
- A basic understanding of municipal land use planning processes
- Good project coordination skills are required
- Strong time management, organization and prioritization skills are required
- Good interpersonal and communication skills, both written and verbal
- Strong computer skills including the ability to use computerized information management programs
- Demonstrated skill with computer based design, and graphics software including Sketch-up, Adobe Creative Suite or similar
- Demonstrated ability in design / visual communication and clear, effective / efficient delivery of information in visual formats
- Demonstrated ability to achieve results in the context of a respectful, inclusive and service-minded style
- Embrace the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, and foster an environment that encourages others to do the same
- Demonstrate the key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca).

**COVID-19 Notice:** The City of Edmonton has implemented a COVID 19-Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy ([bit.ly/3IKwb6j](https://bit.ly/3IKwb6j)) and COVID-19 Vaccination Procedure ([bit.ly/39BICMt](https://bit.ly/39BICMt)).

**Up to 1 temporary full-time position for up to 11 months**

**Hours of Work:** 33.75 hours per week.

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

**Salary:** \$36.808 - \$46.267 (Hourly)

**Talent Acquisition Consultant:** VL/JB

**Classification Title:** Planning Technician I

**Posting Date:** Feb 10, 2022

**Closing Date:** Feb 24, 2022 11:59:00 PM (MST)

**Number of Openings (up to):** 1 - Temporary Full-time

**Union:** CSU 52

**Department:** Development Services

**Work Location(s):** 6th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4