



Planning & Development Department

Competition #J0521-0053

Planning & Development Officer II

One (1) Permanent Full-Time Position

Reporting to the Manager, Development Planning, the Planning & Development Officer II provides a lead role in the delivery of major development permits; major compliance applications; liaises with the residents and businesses in a respectful manner; and overall promotes the purpose and objectives of the Planning & Development department.

The Planning & Development Officer II will process major Development Permit applications, including multifamily residential, commercial, industrial, institutional, sign and home occupation applications, and subdivision applications and subdivision endorsement requests in order to control subdivision projects within the city, ensuring that they conform to City Bylaws, policies, objectives, and expectations. This position assists with the research and preparation of specialty reports and plans on land use and development topics as to provide pertinent, timely information and recommendations for City strategic initiatives and capital projects. The Planning & Development Officer II will assist the Development Compliance Officer and Manager, Development Planning with enforcement of Land Use regulations to ensure compliance with the Land Use Bylaw, Development Permits, and subdivision decisions.

The successful candidate will possess a 2 year Diploma in Urban, Regional or Environmental Planning and have a minimum three years of related experience. An Applied Use Certificate is considered an asset. A comprehensive knowledge of provincial and municipal planning statutes, planning and development processes, and knowledge of urban planning practices and design standards is required. This position requires strong research, analytical, and policy and report writing proficiency. Working knowledge of computerized applications and techniques, including Microsoft Office, City View Permitting software, Adobe Acrobat and GeoMedia, is essential. The ability to communicate constructively in a positive, confident and respectful manner (written and oral) to internal and external stakeholders is required. The successful candidate will have a valid Class 5 Driver's License in order to complete site/field inspections.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$76,908 to \$90,480 per annum. Qualified applicants are invited to apply in confidence no later than **Thursday, June 3, 2021** through the Career Portal on the City's website at www.foortsask.ca.



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to nearly 27,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort Representation in historic downtown.

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.