



Planning & Development Department

Competition #J1021-0012

Planner I

One (1) Permanent Full-Time Position

Reporting to the Manager Current & Long Range Planning, the Planner I position provides for quality and timely delivery of planning services within a supportive and creative team. Delivery of such planning services include processing subdivision applications, Land Use Bylaw amendment applications, and development and implementation of statutory documents. This position is expected to carry out other planning and development related functions as needed.

The Planner I will process all necessary applications to prepare land for development; coordinate the timely intake of complete applications including appropriate fees; conduct circulation, team review, and evaluation prioritization of applications; and liaise with the public and developers for new community development projects, including subdivisions applications, and site specific development/redevelopment proposals. This position will review, research, and provide preliminary evaluations for land use and development proposals based on planning documents, bylaws, legislations, and other municipal policies and regulations prior to application; liaise with applicants, and external agencies and organizations, and prepare recommendations; and prepare, write, and present reports to City Council, Subdivision Approving Authority, Subdivision and Development Appeal Board, the general public and other organizations as needed. The Planner I will assist in the preparation and review of Development Agreements, and coordinate with the Developers and other municipal departments (particularly Infrastructure Management and Project Management) to ensure site specific design and potential conflicts are addressed in a timely manner.

The successful candidate will possess a minimum of a two (2) year Diploma or Degree in Urban, Regional or Environmental Planning and have a minimum three (3) years of related experience. An Urban Design background considered an asset. Applicants should be a member of, or eligible for membership in, the Canadian Institute of Planners Alberta. This position requires an acute understanding of municipal planning and development, including Provincial Acts and Regulations, and experience with the writing and interpretation of planning policy, including the Land Use Bylaw and subdivision processes with understanding of the Municipal Development Plan and Area Structure Plans. Strong research, analytical, and policy and report writing proficiency is essential. Working knowledge of computerized applications and techniques, including Microsoft Office/Project, Adobe Acrobat, AutoCAD and GIS Software, 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 and the ability to change focus and priorities on an ongoing basis.

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 **Monday, October 18, 2021** through the Career Portal on the City's website at www.fortsask.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.