

# PLANNER

## Job Information

Positions Available: 2

Closing Date: April 25<sup>th</sup>, 2022

Type: Full-Time

Location: Grande Prairie, AB

## **The Opportunity**

The City of Grande Prairie is located in northwestern Alberta in the heart of the Peace Region. It is the largest city north of Edmonton, and its strategic location as a regional centre has contributed to its rapid growth. Grande Prairie is one of the youngest and fastest-growing cities in Canada. With a spirit for innovation and entrepreneurship, Grande Prairie is a great place to live and build a career.

## **Purpose**

The City has two Planner positions open, a Senior and a Junior. Both roles will be filled through this advertisement.

Planners are responsible for the creation and maintenance of land use planning policies and documents, including the Land Use Bylaw, as well as statutory and non-statutory plans. Planners are expected to advise Council, Administration, and the Public on the orderly planning and growth of the City of Grande Prairie; and to apply accepted planning principles in the preparation of new and review of existing statutory plans. These positions will be required to complete site inspections and ensure that all documents related to this position are properly maintained. Further, they must adhere to the professional and ethical codes of conduct for their profession.

The Junior Planner role will also be expected to attend to customers and fulfill the duties of the Subdivision Authority.

## **Responsibilities**

### **Subdivision Authority (Junior Role)**

- Facilitate the full cycle process of the subdivision application process as defined in the Municipal Government Act (MGA), the Subdivision and Development Regulation, and any other regulation, statutory plan, or bylaw of the City.
- Calculate and track municipal reserve for all subdivision applications; collect cash or caveat as required.
- Ensure conditions of the subdivision decision are met by reviewing endorsement documents and plans for registration.

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- Prepare and present reports to the Subdivision and Development Appeal Board as required if a subdivision decision is appealed.
- Roadway naming review/approval and addressing

### **Statutory Planning**

- Prepare bylaws, reports, present to a Council Committee, and make recommendations to City Council & attend and report on open houses
- Manage all aspects of planning application process from the time of application to presentation to Council.
- Project Management: assist and/or manage with the creation of statutory planning documents, amendments initiated by Administration, and formulate statutory plan policies and land use designations
- Coordinate and facilitate stakeholder discussion regarding planning and development matters.
- Ensure maintenance of statutory documents with respect to amendments and file maintenance.

### **Technical Support**

- Provide support in all areas of this position and as requested by Planner II and Manager Planning & Development.
- Prepare and present reports with recommendations to Council, as required.
- Provide background research and technical support for the department as required.
- Research other municipalities and consult with legal on complicated conditions of approval to find viable and effective solutions.
- Maintain records, develop, and update bylaws, policies, procedures and web content related to addressing, for both urban and rural addressing.
- Respond to the front counter, telephone, written inquiries, and in-person meeting requests regarding applications.

### **You Bring**

As the successful candidate, you will have the following qualifications:

- Minimum of two years experience (Junior role) and five years experience (Senior role) in a similar position, in a medium-sized municipality, working with the Alberta Municipal Government Act, Subdivision and Development Regulations, Alberta Land Titles, and various statutory planning documents.

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- A university degree in Urban/Rural/Regional planning from a Canadian Institute of Planners (CIP) accredited program. A combination of education, professional credentials and tangible experience to meet the requirements of the position may be considered.
- Problem-solving and decision-making skills (understand effective problem solving and decision-making practices, able to define problems and identify viable options and solutions, able to make complex decisions)
- Negotiation, mediation, facilitation, and conflict resolution skills (understand practices to negotiate and facilitate situations to support decision-making and build commitment, able to support position in a persuasive manner, able to find common interests and compromises, able to assess conflicts to clarify differences and find common interests)
- Class 5 Driver's License
- Communications: Listening, Written, Graphic and Oral Presentation
- Ability to work independently and within timelines.
- Proficient use of computers office programs, GIS and database programs.

### **Hours**

35 to 40 hours per week.

### **Salary/Wage**

\$35.83 to \$61.27 per hour.

## **Selection Process**

We thank you in advance for your interest. Those selected for an interview will be contacted by phone or email. We will contact those who did not make it to the interview stage by email within one month of the closing date of this job posting.

1. Submit a cover letter and resume using the "Apply Now" tab on this web page.
2. Applications will be reviewed, shortlisted and interviews will be scheduled.

**Note:** Once you apply and upload a resume you should receive an email confirming that your application has been submitted for this position. If you receive this email, there is NO further need to contact us regarding this position.

- This posting may be used to fill future vacancies in this position.
- This posting may be used to fill more than one position.
- This posting will be open until a suitable candidate(s) is/are found.

Due to the high volume of applications that we receive per job posting, we are not able to answer job-specific questions before the interview stage. If you are successful in getting to the job interview stage, we will be more than happy to answer any questions you might have at that time.

## **About Us**

At the City of Grande Prairie, we recognize and value that people have lives outside of work. We offer flexibility with scheduling, have higher than minimum vacation entitlements and comprehensive benefits that not only cover you when you're sick but encourage you to be well. We have wellness events, social activities, community fundraising activities and a supportive work environment where you can grow your career.

*The City of Grande Prairie is proud to be an Employer of Choice!*