



# Project Planner – Municipal Development Plan

**Competition Number:** RC 2021 0080

**Division:** Planning and Infrastructure

**Department:** Planning and Development

**Close Date:** January 20, 2022 at 10:00 PM (MT)

**Salary:** \$86,190 to \$106,470

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors and promotes future growth. Through the actions of the Values We Live By, accountability, communication, leadership, integrity and respect are encouraged, while maintaining a work, play balance.

## Position Overview

This temporary full time opportunity is to June 28, 2024 and includes a generous benefit package.

The Project Planner (Municipal Development Plan) is responsible to lead the renewal of the City's Municipal Development Plan. This is a unique and exciting opportunity to shape the transformation of Spruce Grove to a mature mid-sized City. Reporting to the Manager of Planning, you will be responsible for creating a truly made-in-Spruce Grove plan.

In the first year, you will be hands-on in developing the project's approach and design, as well as conducting background research and situational analysis to set the project's foundation.

You will then be responsible for leading the Municipal Development Plan's development from start to finish.

## Specific responsibilities include:

### Development of Municipal Development Plan

#### Project Design and Background

- Explore traditional and innovative approaches to statutory plan development.
- Research, review and analyse the current situation and new trends.

#### Visioning and Engagement

- Develop a multi-faceted public engagement plan identifying all stakeholders
- Conduct broad engagement.
- Set up community vision.

#### Policy and Plan Development

- Based on the vision and engagement, draft policies.
- Finalize plan for Council approval.

## **Project Management**

- Design a project plan and approach for the Municipal Development Plan including timelines, resources, milestones and deliverables
- Ensure project proceeds on time and within budget

## **Qualifications:**

- Post-secondary Degree in Urban or Regional Planning, related field of studies or equivalent.
- Masters Degree an asset.
- Minimum seven (7) years directly related experience, preferably in a public sector environment setting.
- Demonstrated experience in long range planning.
- APPI/CIP regulated members preferred.
- Valid Alberta Class 5 driver's license and satisfactory driving record is required.

The City of Spruce Grove is committed to taking every precaution reasonable to protect the health and safety of employees, their families, and the public. New employees are required to be fully vaccinated against COVID-19 as a condition of being hired. Proof of vaccination will be required before the start date.

**Visit our website at [www.sprucegrove.org](http://www.sprucegrove.org) to review the complete position description and to apply online.**