



Senior Municipal Planner

Competition number: RC 2019 0041

Department: Planning and Infrastructure

Division: Planning

Close Date: Tuesday, June 13, 2019 (10:00 pm MST)

Salary Range: \$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 Shared Principles, innovation is encouraged; communication and learning are continuous in this team environment while maintaining a positive work and family life balance.

This position is a senior level planning position that is responsible for current and long range planning functions that require the application of professional land use planning theories, methodologies and principles. The incumbent performs a variety of planning activities including processing complex current planning applications and projects. He/she also performs long range planning activities, including development of statutory plans and amendments, interpretation and development of planning policy and development of recommendations on various statutory plans and bylaws.

Responsibilities

Current Planning:

- Perform advanced professional planning work related to a variety of planning assignments.
- Review and analyze Municipal Development Plan (MDP), Area Structure Plan (ASP) and Land Use Bylaw (LUB) amendments.
- Review complex studies, development applications and consultant proposals.
- Prepare and present Request for Decision (RFD) and other reports to Council and Committee of the Whole.
- Understand and interpret Provincial legislation, such as the Municipal Government Act (MGA), statutory plans, and relevant City plans and policies.
- Maintain ongoing communication with applicants and stakeholders.
- Consult with the general public and specific stakeholders on a variety of planning issues.
- Provide professional planning assistance to members of the community on land use projects.
- Perform field inspections when appropriate to gather data relevant to the planning process and/or to verify that projects comply with approved plans.
- Perform required evaluation and analysis of the potential impacts of changing plans.
- Process applications to meet legislative requirements and amendment procedures.
- Communicate the City's goals and intent behind planning documents.
- Meet with developers and other stakeholders to review and provide feedback on development proposals.
- Draft and prepare brochures and information handouts for the general public.
- Research, develop and prepare planning related policy, bylaw, and other planning documents and reports.

Long Range Planning:

- Develop and write policies and bylaws through comprehensive research and consultation with a broad range of stakeholders.
- Conduct research on planning and related issues.

- Provide review and comment on subdivision applications.
- Consult with relevant stakeholders on new or changing policy and bylaw outcomes.
- Prepare draft bylaws and other planning documents and reports.
- Process bylaws to meet legislative requirements and amendment procedures.
- Communicate the City's goals and intent behind proposals to a variety of stakeholders and the public.
- Prepare and present Request for Decision (RFD) and other findings to Council and Committee of the Whole.
- Follow project management methodology and processes on projects.

Qualifications:

- Post secondary Degree in urban or regional planning, related field of studies or equivalent.
- Seven (7) to eight (8) years of related experience, preferably in an Alberta municipal setting.
- Eligible for full membership in the Canadian Institute of Planners (CIP). Membership is considered an asset.

How to Apply:

Visit our website at www.sprucegrove.org for a full job description and more information about the City of Spruce Grove.

Only those selected for an interview will be contacted.