

Cultivate Your Career



PLANNING TECHNICIAN (ANNEXATION)

3 YEAR TERM POSITION

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Salary	\$72,793 - \$88,563 per annum
Competition #	17/194
Closing Date:	October 6, 2017

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is renowned for its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. The Planning Branch contributes to this vision by providing land use planning expertise that ensures St. Albert's sustainable growth and development. The branch mandate includes the development of statutory and regulatory planning documents, land use policy creation, and administering subdivision applications. Join our team and help us plan one of the best places to live in Canada!

The City of St. Albert is currently recruiting for a Planning Technician to join the Planning and Development Branch for a three-year term assignment. The Planning Technician – Annexation position requires a planning technical specialist who will support land use planning and annexation processing. Considerable knowledge of planning principles, practices, procedures, and standards is required to complete work assignments. The position will support the coordination of the annexation applications and assisting the Senior Planner – Annexation by conducting background research, land title investigation, coordination of notifications, responding to public inquires, preparation of open house materials, policy development support, and attendance of public meetings. The Technician will provide mapping and technical support to Planning and Development staff, including the preparation of subdivision sketches, plan amendment mapping, base maps, addressing, and land use mapping.

This position is responsible for all aspects of map design, which includes quality control. The data must be displayed effectively, to convey the message, which requires complete and accurately data. The Technician will also have to independently prioritize their workload, to ensure requests from numerous sources are completed on time. Effective record keeping and data monitoring are essential for this position, as the Technician will ensure processes are documented and to allow for consistency of the data and the work process.

The individual we seek for this this role is creative, organized, accurate and a good communicator.

QUALIFICATIONS

- Minimum: Completion of a post secondary technical school program in urban or municipal planning, geographic information systems, engineering drafting, cartography or similar program.
Preferred: Bachelor's Degree in Geography, Urban Planning or Geomatics.
- Minimum 2 years GIS/Planning experience with a Diploma.
- Strong research, organizational, communication and presentation skills.
- Provides pragmatic solutions to complex problems in a timely and politically sensitive environment.
- Able to learn and work with Provincial legislation.
- Can work independently and within a team setting.
- Proficient users of ArcGIS, AutoCAD and Microsoft Office software.
- Preference will be given to candidates who are also proficient users of InDesign, Adobe Illustrator, Adobe Acrobat, Alberta Online, POSSE, and SPIN 2.

COMPENSATION

\$72,793 - \$88,563 per annum. In addition, the City of St. Albert offers a comprehensive flexible benefit package.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks).

TERM

This is a term position from October 2017 to approximately September 2020.

The successful applicant will need to obtain a satisfactory police information check.

Qualified applicants are invited submit their cover letter and resume via the City of St. Albert career website: www.stalbert.ca/employment

CLOSING DATE

October 6, 2017

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.