

Cultivate Your Career



Planning Technician PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Compensation	\$67,795 - \$83,440 per annum
Closing Date	March 3rd, 2021
Competition #	22/31

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community 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 recruiting an individual to join our Planning & Development department as a Planning Technician.

Reporting to the Planning Branch Manager, the Technician will provide mapping and technical support to Planning and Development staff, including the preparation of subdivision sketches, land use mapping, base map creation, addressing, and statistical analysis. Strong cartographic skills and considerable knowledge of planning principles and procedures are required to complete work assignments.

The key responsibilities will include:

- Performing duties as a GIS and AutoCAD technical specialist in support of land use planning and development processing.
- Ensuring accurate and effective display of data, designed for different audiences.
- Monitoring municipal reserve, updating land use statistics, and ensuring conformance to City regulations.
- Tracking bylaw adoption and updating the Land Use Bylaw and Area Structure Plans based upon Council amendments.
- Conducting background research, land title investigation, coordination of notifications, responding to public inquiries, preparation of open house materials, policy development support, and attendance at public meetings.
- Providing pragmatic solutions to complex problems in a timely and politically sensitive environment.

QUALIFICATIONS

- Completion of a post secondary program in urban or municipal planning, geographic information systems, engineering drafting, cartography or similar program. Minimum 2 years GIS/Planning experience with a diploma.
- Proficient user of ArcGIS, AutoCAD and Microsoft Office software.
- Preference will be given to candidates who are also proficient users of Adobe Creative Suite, POSSE/Prospero, and SPIN II.
- Knowledge of the Municipal Government Act, the Condominium Act, Land Titles Act, and the Subdivision and Development Regulations.
- Can work independently and within a team setting.

HOURS OF WORK

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

COMPENSATION

\$67,795 - \$83,440 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

The successful applicant will be required to obtain a satisfactory police information check

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

CLOSING DATE

March 3rd, 2022

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.