

# Planning and Development Technician

Are you a professional and experienced Planning and Development Technician looking for your next new role? Do you enjoy providing superior customer service and conflict resolution? How about responding to land use and development inquiries and review development permit, subdivision, and rezoning applications on behalf of our client municipalities? If so, we want to hear from you!

## A Little About Us

**We are engineers, technologists, planners, landscape architects, scientists, and their support teams** that work together to deliver infrastructure, minimizing environmental impact and maximizing benefit to the community. We work hard and play hard because that is what #ISLLIFE is all about! Check us out on social media.

**ISL's Community Planning Team** brings decades of experience in both urban and rural communities – providing planning policy and land development leadership across Western Canada with the support of a full-service engineering firm. Our team is based on a foundation of:

- collaborative partnerships with all levels of government and the private sector
- a reputation as the consultant who helps our clients successfully marry the visionary to the practical – co-creating community

## A Little About You

### Your cover letter must demonstrate:

- Your approach to conflict resolution, professionalism and diplomacy when dealing with the public

### Your resume should show us:

- Diploma in Architectural Technology, Urban and Regional Planning Technology, or a related diploma program
- A minimum of 2 years experience in land use and development review and permitting, preferably in the public sector
  - We will also consider 3 years of directly related Development Clerk experience in land use and development review and permitting, preferably in the public sector, and an Applied Land Use Planning (ALUP) Certificate from the University of Alberta or an equivalency
- Knowledge of planning and architecture in relation to land use planning and development issues in a municipal context
- Understanding of the Municipal Government Act, planning terminology, practices and procedures and standards, and work methods applied within a planning environment.
- Proficiency with computer data gathering and analysis techniques, and the ability to organize, create, modify, and present effective presentations to target audiences

### Bonus points for:

- Previous experience in private consulting
- Experience in the application of municipal and provincial regulatory provisions
- Working knowledge of AutoCAD, ArcGIS, and/or Adobe Creative Cloud (Adobe Illustrator, InDesign, and Photoshop)
- Membership in Alberta Development Officers Association (ADOA)

## A Little More About the Role

Please note that this position would be based out of our Edmonton ISL office.

### Responsibilities:

The ideal candidate is a solution-oriented, confident person with a team mentality. Your ability to listen, interpret, and be flexible in the solutions delivered to our clients will be key to your success. While no two days may look the same, you can expect to:

- Provide prospective applicants with knowledgeable and timely responses to inquiries respecting land use and development questions and application procedures for development permits, subdivisions, and rezonings
- Complete intake and screening of land use and development applications
- Circulate referrals and notifications, and prepare notifications for public hearing
- Contribute to recommendations for development permits, subdivisions and rezonings
- Prepare Council agenda packages, and make presentations to Council and administration as well as planning commissions and appeal boards if necessary
- Prepare approval notices and complete endorsement procedures
- Conduct research to provide a wide range of planning and design solutions as part of a team or independently, with minimal supervision, and clearly communicate the results verbally and in writing to colleagues and clients
- Be familiar with research methods, current policy, and regulations in Alberta, and demonstrate understanding of concepts and best practices to provide recommendations to team members and clients on planning and development projects
- Leverage your strong verbal and written communication skills including public speaking, report writing, letter composition, and presentations to municipal administrations, planning commissions, appeal boards, or municipal councils
- Travel as required to visit job sites, clients, and events throughout Alberta and maintain regular hours at client offices on a periodic basis if required

## How to Apply

Please submit your cover letter and resume via our [recruitment portal](#).

At ISL, we share an enthusiasm for community infrastructure. From planning through to design and construction management, we create nimble teams to tackle the unique requirements of every project. Our technical expertise encompasses [transportation, land use planning, civil engineering, municipal, landscape architecture, heritage services, environmental management, water, structural, community engagement, geomatics, construction services and 3D visualization](#). Just the right size, ISL delivers on complex projects while being small enough to maintain strong, cohesive project teams and personal client attention and service.

At ISL your identity is part of our identity. Diversity, Equity and Inclusion (DEI) speaks to our core values and provides space for our teams to bring their authentic selves to work. ISL believes DEI creates the best outcomes for our clients while sustaining a happy and thriving work environment that allows for career development and opportunities for all staff. ISL is committed to a focused effort on continuous improvement and development of a respectful and safe workplace.

We thank all applicants in advance for their interest in this position. Only those who will be selected for an interview will be contacted.