



EMPLOYMENT OPPORTUNITY

Planner

About Us:

With a population of approximately 16,300, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

Job Purpose & Responsibilities:

This is a **permanent** position with the Land Use, Planning, Development & Regulatory Services Department.

Reporting to the Principal Planner, this position is responsible for:

- Addressing a broad range of urban and suburban planning issues, including the review, research, preparation, and implementation of special planning or design studies, Municipal Development Plans, Statutory Plans, and Land Use Bylaw amendments.
- Facilitating and monitoring subdivision processes for the municipality inclusive of development agreements and land depositions agreements
- Preparing statutory plans, vision plans, and growth projections for the City
- Preparing reports and memos to City Council and internal boards on planning and economic development issues
- Assisting and guiding the public, developers, and agencies on planning matters
- Providing technical review and assistance on development and inter-municipal matters relating to planning and development
- Attending meetings, workshops, and conferences to represent the City on planning and economic development issues.

Hours of work are 35 hours a week Monday to Friday.

Qualification/Competencies:

- Bachelor's degree in Urban Planning or a related degree, Master's degree preferred
- Registered Professional Planner (RPP) designation, or membership in the Canadian Institute of Planners
- Minimum 2 years' experience in planning or related experience, preference given to those with Municipal experience
- Strong computer and communication skills
- Ability to express ideas, possess strong problem solving and consensus building skills, excellent customer service skills, and the ability to establish effective working relationships in a multi-disciplinary team environment while maintaining confidentiality and professionalism.

Salary for this position is \$46.37/hr.; hours of work are 35 hours per week.

This position is within the scope of AUPE Local 118/016, and as such you will be required to adhere to articles contained within the Collective Agreement.



How to apply:

- Submit a detailed resume including qualifications and past and present work experience.
- Include a cover letter describing your experience and abilities with respect to the above listed qualifications.
- Copies of any relevant certifications.

The City of Cold Lake appreciates receiving applications from all qualified individuals; however only those short-listed for an interview will be contacted.