



Make working for
The City work for you.



Coordinator, Community Planning

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to either the Manager Development Planning North, each successful candidate will exemplify an inclusive leadership approach to supporting professional staff, and providing business and operational direction, including strategic planning, operations leadership, and project coordination.

As a Coordinator within the Development Planning division, you will support a group of staff representing the local area planning program within the City and broader community to support the delivery and sustainment of a variety of local policy planning initiatives. Working within the Development Planning North division, you will support staff undertaking the implementation of policy through various land use and development applications. You will provide interpretation and determination on legislation, policies, and business processes, and oversee the work of your team to ensure that decisions on applications are made in an efficient and customer-focused manner. Primary duties include:

- Lead, manage and develop a team with a culture that promotes equity, diversity, inclusion and belonging, and promotes a psychologically and physically safe environment.
- Provide direction and support to staff through change management efforts, including annual work planning for the section, individual performance management, professional development, and succession planning.
- Participate in strategic planning for the business unit to ensure successful execution and delivery on Council priorities, departmental goals, and service line workplans.
- Plan for and manage resources, processes, and strategies for the division in alignment with business unit goals and service line workplans.
- Identify and address issues that may impact business operations and customer service, work towards innovative solutions.
- Develop and sustain strategic working relationships with Council, customers, citizens, and internal and external partners, to facilitate corporate partnerships and excellence in service delivery.

Qualifications

- A degree in Planning or a related field recognized by the Alberta Professional Planners Institute (APPI) or another provincial or territorial institute or association representing the Planning profession in Canada or a related discipline.
- At least 8 years of progressively more senior and diverse work experience in planning policy and development, interpreting and applying development policy in a planning capacity.
- Eligibility for membership in the Alberta Professional Planners Institute is required.
- Formal or informal leadership experience in managing a work group or team is required.
- Equivalent combinations of experience and education may be considered.
- Ability to manage multiple, constantly shifting priorities in a fast-paced environment.
- Demonstrated negotiation and conflict management skills.
- Aligning with City [corporate values](#), you will have strong political and business acumen, with demonstrated success in building, developing and supporting strong teams, supporting and managing change, developing and using metrics to improve organizational performance, deploying resources to achieve effective and efficient outcomes, and establishing and maintaining strong and positive working relationships with colleagues, clients, partners, and/or elected officials.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: Exempt
Position Type: 2 Permanent
Compensation: Level F \$96,522 – 147,834 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Community Planning
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: March 25, 2025
Job ID #: 311642

Apply online at www.calgary.ca/careers