

# Planner II

**Employment Type:** Permanent & Term

**Number of Vacancies:** 2

**Competition #:** 26/55

**Compensation:** \$97,683.84 - \$118,847.57 per year

**Closing date:** April 21, 2026, 10:00 PM (MST)

**Work Location:** 5 St. Anne Street, St. Albert

## About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

## Job Details

The City of St. Albert is recruiting 2 individuals to join our Planning & Development department as Intermediate Planners (Planner II).

Reporting to a Senior Planner, these positions will apply their advanced technical expertise and skills to a wide variety of planning initiatives, including long range, current, and special project planning.

## Responsibilities

- Leading various types of projects which involve planning and facilitating interdepartmental and external engagement. This includes projects related to the IDP preparation and MDP update, subdivision and plan amendments, files, policy development, and Housing Accelerator Fund (HAF) Action Plan, as needed.
- Undertaking project planning, procurement processes, and associated contract management.
- Understanding and synthesizing complex information into briefings, reports, planning documents, and recommendations.
- Applying an advanced level of planning knowledge and sound judgment to complete projects which are in keeping with the City's goals and objectives.

## Qualifications

- A Bachelor's Degree in planning combined with five years of relevant planning experience, with a minimum of three years within a municipal setting.
- Membership to Alberta Professional Planners Institute (APPI) is preferred.

- Experience in managing complex planning projects, including the ability to interpret and apply legislation, coordinate multi-departmental initiatives, and present technical concepts in clear, plain language to diverse audiences.
- Proficient research, organizational, and presentation skills.
- Strong interpersonal skills and the ability to facilitate positive interactions with internal and external stakeholders.
- Equivalent combinations of experience and education may be considered.

## Hours of Work

- We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).
- Benefit from flexible work hours by adjusting your start and end times by 30 or 60 minutes around our core hours of 8 a.m. to 5 p.m.

## Term

- One full-time permanent.
- One full-time 2-year term.

## Compensation

- The salary ranges from \$97,683.84 - \$118,847.57 per year, including a comprehensive benefits package and accrued paid vacation starting at 3 weeks per year.
- The permanent position is additionally entitled to a flexible spending account (\$400) and pension plan.
- **Learn more about our benefits here:** [Employee Benefits Booklet](#)
- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

## Why You Should Work With Us

- Eligible to apply for a Hybrid Remote Work arrangement, with a minimum of 51% of work time spent onsite and the remainder worked remotely. Employees are eligible to participate in this program after 3 months of employment, subject to satisfactory performance.
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.

## Conditions of Employment

- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to obtain a satisfactory police information check.

- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.
- A valid Alberta Class 5 Driver's Licence and access to a personal vehicle for business use are required.

### **Application Information**

- If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site [stalbert.ca/employment](https://stalbert.ca/employment). Applications will only be accepted to 10:00 p.m. (Mountain Time Zone) on closing date.
- This competition may be used to fill future vacancies, at the same or lower classification level.

*We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.*

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The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

*We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.*