

## **Planner I**

Permanent, Full-Time (35 hours/week)

\$77,859.60 - \$97,333.60/annum

### **Come work with us!**

At the City of Leduc, our mission is: People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive and growing organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **What is the Opportunity?**

We are currently recruiting a permanent full-time **Planner I** in our Planning and Economic Development Department.

The Planner I reports to the Manager, Planning and Development, and also takes directions from the Director of Planning and Economic Development and the General Manager, Infrastructure and Planning. This position manages and reviews planning applications and projects for development, subdivision, redistricting, outline plans and area structure plans, regional plans, and provincial legislation. This position is responsible for developing subdivision, redistricting, outline and area structure plans. In addition, this position is responsible for the development and management of policy projects and strategic initiatives as required and ensures the development of the City of Leduc is planned responsibly.

### **What will you do?**

- Provide professional planning advice to the functional areas, the Subdivision Development Appeal Board (SDAB), City staff, residents and Council
- Receive, renew and approve or refuse applications for development permits for residential, commercial, institutional and industrial developments, land-use changes, home occupations, signs and variances to ensure the requirements of the City's Land Use Bylaw (LUB) are met
- Calculating and tracking permit fees, levies and securities required for development permits
- Support preparation of documents such as, but not limited to, caveats and discharge of caveats, restrictive covenants, right of ways, easement and encroachment agreements for registration at Alberta Land Titles
- Prepare and present reports to the Subdivision Development Appeal Board (SDAB)
- Support preparation of recommendation to City Council on development matters
- Research land use planning and land use regulations practices to support social, environmental and economic sustainability, including analyzing land uses, growth trends, patterns and opportunities
- Represent the City at public meetings and through related public consultation processes
- Support the processing of applications, including reviewing applications for accuracy and conformance
- Support backup for preparing letters respecting compliance and preparing encroachment agreements
- Conduct inspections for compliance and/or for completion of development conditions
- Contribute to policy projects and strategic initiatives related to but not limited to redevelopment and intensification, urban agriculture, housing affordability, long-term growth planning, and other projects as needed.

### **What do you need to succeed?**

You are an ideal candidate if you have the following:

- Degree in Regional and Urban Planning, Urban Design, Environmental Science, Landscape, Architecture or Geography.

- Minimum of three years of professional experience in planning.
- Experience working in municipal government considered an asset.
- Experience with Microsoft suite of products and basic computer skills are required.
- Experience with subdivisions and development permits is considered an asset.
- Experience presenting to Council is considered an asset.
- Strong interpersonal skills with the ability to work both independently and collaboratively within a team and other departments.

#### **MyRewards@COL**

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' Vacation per year
- Flexible work arrangements, including a hybrid work environment and participation in an Earned Day Off program
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

The successful candidate must be willing to provide a current Criminal Records Check at own expense.

If this sounds like you, please apply through our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 11:59 pm (MT) on June 3, 2025.**

**This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.**