

# Planning Technician

**Employment Type:** Permanent Full-Time

**Competition #:** 25/124

**Compensation:** \$74,544 - \$91,747 per year

**Closing date:** August 24, 2025 10:00 PM (MST)

**Work Location:** St. Albert Place

## 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 an individual to join our Planning & Development department as a Planning Technician. Reporting to a Senior Planner, this position will be responsible for providing mapping and technical support to the Department, through a variety of projects and processes.

## Responsibilities

- Reviewing proposed current planning applications for compliance with City requirements and data validity.
- Monitoring municipal reserve dedication, tracking land use statistics, and ensuring alignment with City and Provincial regulations.
- Performing GIS and AutoCAD technical work to support planning and development processes.
- Maintaining and updating GIS databases, including parcel data, land use, zoning, and subdivision information.
- Ensuring accurate and effective display of data, designed for different audiences.
- Providing a variety of mapping, data research and graphic presentation materials for various projects.
- Tracking bylaw adoption and updating the Land Use Bylaw and Area Structure Plans based upon approved amendments.
- Conducting land title research, coordinating public notifications, responding to inquiries, and preparing materials for public engagement.
- Managing all addressing and street naming within the City in accordance with adopted policies, including creating addressing schemes, assigning addresses, reviewing street names, and coordinating with stakeholders.

## Qualifications

- Completion of a post secondary diploma in urban planning, geographic information systems, engineering drafting, cartography or geomatics. Minimum 2 years related experience.
- Proficient user of ArcGIS, AutoCAD and Microsoft Office software. Preference will be given to candidates who are also proficient users of Adobe Creative Suite, Tempest (Prospero), Cityview, and SPIN II.
- Working knowledge of Provincial legislation, statutory plans and Land Use Bylaws.
- Strong cartographic skills, with specific experience in development or a variety of maps from raw data, including thematic, physical and orthophotographic mapping.

## 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).
- Optional - 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.

## Compensation

- The salary ranges from \$74,544 - \$91,747 per year including a comprehensive benefits package with a Flexible Spending Account 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.
- You will receive a Flexible Spending Account limit at the beginning of each calendar year (permanent full time \$350 and permanent part time \$175).
- 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).
- 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.*