



Project Planner II

Competition number: RR 2025072

Department: Planning and Development

Close Date: August 21, 2025 at 11:59 P.M.

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

POSITION OVERVIEW:

The Project Planner II is an intermediate level planning position that is responsible for long range planning functions including development of statutory plans and amendments, interpretation and development of planning policy and development of recommendations on various statutory plans and bylaws, with a partial focus on housing specific initiatives. This position reports to the Manager of Long Range Planning.

This is a full-time, permanent position. The salary range is: \$86,486.40 - \$102,793.60.

SPECIFIC RESPONSIBILITIES:

1. Project Management
 - Undertake and manage defined and emergent initiatives related to statutory plans, the Land Use Bylaw, and any required strategies, policies or bylaws related to planning and development.
 - Follow project management methodology and processes on projects.
 - Oversee consultants, as required, ensuring projects are completed on time and budget.
2. Plan and Policy Development
 - Develop, write and amend plans, reports, policies and bylaws, including all statutory documents, through comprehensive research and consultation with a broad range of clients/partners.
 - Conduct research on planning and related issues.
 - Develop and undertake Public engagement programs.
 - Provide review and comment on subdivision applications.
 - Consult with relevant parties on new or changing policy and bylaw outcomes.
 - Prepare and present Request for Decision (RFD) and other findings to Council and Committee of the Whole.

- Communicate the City's goals and intent behind proposals to a variety of clients/partners and the public.
 - Oversee annual Land Use Bylaw Administrative update.
 - Develop, support and monitor implementation of statutory plans, programs, or strategies.
3. Communication, customer experience and engagement
- Communicate and collaborate with team members, City departments, Provincial departments, and key partners.
 - Provide professional planning advice on long-range planning and affordable housing matters to other City departments.
 - Ensure understanding by internal staff or other users of Land Use Bylaw, Municipal Government Act, as well as pertinent Provincial and City plans and policies.
 - Inform internal matters related to other City Departments.
 - Provide feedback and guidance on applications, proposals, and inquiries from internal and external clients/partners.
 - Respond to telephone, email and in-person inquiries and complaints from the public related to long-range planning and policies initiatives and matters.
 - Develop and implement Public Engagement Plans, and participate and facilitate public meetings, workshops, open houses or other related activities.
 - Attend occasional and regular evening and weekend meetings.
 - Ensure consistent, clear and professional written communication and presentations.
 - Facilitate meetings with staff or other parties to support long-range planning and policy initiatives.
4. Other Duties
- Understand and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
 - Contribute to a positive safety culture by always acting in a safe manner and complying with City safety policies and procedures for staff and contractors.
 - Act as a steward of the City's Corporate Culture by following the "Values, We Live By".
 - All employees shall act in a safe manner at all times and will report any unsafe conditions, procedures or acts for the benefit of the City. Continual adherence to the City Safety Policy is mandatory.
 - Employee are expected to stay current on WHMIS and other safety-related procedures.
 - Back up for Senior Long-range Planner.
 - Perform other job-related duties.

REQUIRED QUALIFICATIONS:

- Post secondary Degree in Urban or Regional Planning, related field of studies or equivalent.
- Minimum four (4) years of related experience, preferably in an Alberta municipal setting.
- A combination of education and experience may be considered.
- APPI Regulated members preferred.
- Knowledge of all planning disciplines, such as urban design, affordable housing, economic development and land development processes.

- Knowledge of interpreting municipal and provincial plans, statutes and regulations including working knowledge of the Municipal Government Act and the Edmonton Metropolitan Regional Growth Plan.
- Professional land use planning experience and knowledge, especially in long-range and policy area.
- Knowledge of provincial and municipal policies, procedures, and bylaws.
- Working knowledge of planning theory and development practices.
- Solid knowledge of all planning disciplines, such as urban design, affordable housing, economic development, and land development processes.
- Knowledge of principles, methodology, practices of research and data collection.
- Basic knowledge of macroeconomics, transportation planning, engineering principles, natural systems and geology.
- Practical experience with various public engagement techniques.
- Good customer service and interpersonal skills for facilitating relationships with all clients/customers.
- Creative problem-solving skills and decision-making skills based on sound judgement to solve less well-defined planning problems.
- Good research and analytical skills (collection, evaluation, measurement, analysis and interpretation of data).
- Ability to write effective, enforceable bylaws and policies.
- Ability to be discrete and maintain confidentiality when dealing with sensitive information, concerns, and Council matters.
- Knowledge of computer hardware and software programs, which may include Microsoft Office including Powerpoint, Internet applications, database management, or GIS.

ASSET QUALIFICATIONS:

- Master's degree.
- Alberta Municipal experience.
- Member of the Canadian Institute of Planners (CIP).

COMPETENCIES:

Thinking & Acting Strategically - Forward-thinking. Sees the big picture and imagines the future. Links long-range visions, strategies, and concepts to daily work. Aligns personal actions and initiatives with customer needs, and with organizational priorities and direction. To think and act strategically requires an understanding of our organizational direction, as well as the internal and external factors that influence decision-making.

Building Influential Working Relationships - Strengthening and developing working relationships and strategic alliances that are founded on ethics, trust, and guided by our corporate values of respect, leadership, accountability, communication, and integrity.

Optimizing Performance & Results - Reaches for excellence for oneself, one's team, and the organization. Determined and focused on achieving outcomes that align with organizational goals.

Creates goals and priorities that maximize resources while using an enterprising, resourceful approach to deliver outcomes and achieve customer expectations. Maintains accountability for results.

Growing Talent & Workforce Capacity - Honouring the individual differences that make each person unique. Being curious and committed to listening, reflecting, and learning. Developing individual and workforce capabilities to enhance the organization's capacity to accomplish strategic goals, enhance program and service delivery, and provide an exceptional customer/client experience. Contributes to a learning and teaching culture.

Fostering Innovation & Steering Change – Creates an environment for transformation. Advances the City through improvement based on innovation and guides the associated change. Uses the skills, attitudes and behaviours needed to produce new or improved programs and services to meet current and future needs of our customers, our organization, and our community.

CONDITIONS OF EMPLOYMENT:

- Class 5 Driver's License.
- Must obtain a satisfactory review of a three-year Driver's Abstract, with a maximum of six demerits.
- Criminal Record Check Clearance.

WORKING ENVIRONMENT:

- Monday to Friday.
- Hours of Work: 8:30am to 4:30pm.
- Hybrid Work Options.
- Overtime may be required.
- Travel may be required.
- Working in an office environment.

WHAT WE OFFER:

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

NEXT STEPS:

- Please visit www.sprucegrove.org/careers for more information and to apply.
- Only those candidates selected for further consideration will be contacted.
- Candidates may be interviewed as applications are received.
- The posting may be used to staff other permanent or temporary vacancies.