



JOB DESCRIPTION

CLASSIFICATION: SENIOR PLANNING OFFICER

JOB TITLE: SENIOR PLANNER - REGIONAL

REFERENCE NO: 100519

DIVISION: STRATEGIC MANAGEMENT & ANALYSIS

DEPARTMENT: PLANNING & DEVELOPMENT SERVICES

APPROVAL DATES: BY: Rochelle Pancoast DATE: Feb 16, 2022
MANAGING DIRECTOR – STRATEGIC MANAGEMENT & ANALYSIS

BY: Stan Schwarzenberger DATE: Feb 15, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This senior position is responsible for performing a wide range of professional regional planning work, such as maintaining, interpreting, and applying the Intermunicipal Development Plan (IDP) and the Intermunicipal Cooperation Framework (ICF), professional support and advice for the Intermunicipal Committee (IMC), involvement with projects of regional significance and circulation and review of intermunicipal referrals. This position requires competence in all areas of regional planning and may be required to provide training, advice, assistance and/or informal supervision to other Planning staff.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager – Planning.
- Maintains close working relationships with other city staff, as well as applicable external agencies including other municipalities, government departments, land developers, contractors, consultants, and the public.
- Maintains close and cooperative working relationships with counterparts in neighbouring municipalities.

PRIMARY FUNCTIONS / ACCOUNTABILITIES:

- Provides professional planning expertise on all matters related to regional planning for the City of Medicine Hat.
- Prepares planning reports and other documents for City Administration, Intermunicipal Committee, Municipal Planning Commission, Subdivision and Development Appeal Board, and Council.
- Prepares amendments to the IDP, ICF and ICF workplan in consultation with management and regional counterparts.
- Ensures appropriate implementation of the IDP, ICF and ICF work plan.
- Works with regional partners and internal department to coordinate projects on the ICP work plan.
- Responsible to ensure that proposed development permits, subdivisions, bylaw amendments and any other matters are circulated to neighbouring municipalities according the IDP and that circulations from neighbouring municipalities are responded to appropriately and in a timely manner.
- Provides technical and professional advice to the Intermunicipal Committee on behalf of administration.
- Provides input to other planners and city staff on projects of regional significance.
- Engages, directs, or advises private consultants in the provision of development and planning services.
- Provides project management for major planning projects such as statutory plans and planning studies.

- Prepares, directs, or contributes to the preparation or development of long range and strategic planning policies and initiatives.
- Provides advice and assistance on a broad range of planning, procedural and statutory matters.
- May assist with public engagement events as required.
- Attends meetings and makes presentations as required.
- Manages and supervises planning projects as required.
- Exercises freedom of action and independent judgment in the context of corporate and departmental policies and standards, and professional practices related directly to the implementation of the Intermunicipal Development Plan and/or assigned project management responsibilities.
- Understudies and backfills the Manager – Planning.

REQUIRED COMPETENCIES:

- Thorough working knowledge of Alberta's planning legislation and municipal and regional planning processes including demonstrated competence in preparing and amending statutory plans.
- Proven understanding of the Alberta Land Registration system as well as competence in spatial analyses and basic cartographic principles.
- Proven competence in project management as it relates to municipal planning.
- Demonstrated excellence in interpersonal, organizational and conflict resolution skills.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications, including Cityview and GIS software.
- Demonstrated ability to work effectively in a multi-tasking environment with competing priorities and demonstrated ability to maintain a high level of professionalism.
- Experience in leading project teams or directly authored Statutory Plans and/or Land Use Bylaws in Alberta or equivalents in other Canadian Provinces/Territories.
- Excellent listening, verbal, and written communication skills.
- Demonstrated ability to engage and work effectively with the public and community groups.
- Excellent research, problem-solving and analytical skills.
- Ability to model behaviors associated with a constructive culture with a commitment to health, wellness, and safety.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in planning or equivalent from a recognized post-secondary institution.
- Eligible for membership in the Canadian Institute of Planners.
- Six (6) years in a professional planning capacity including three (3) years in a regional planning role.
- Master's degree in Planning or related field preferred.
- An equivalent combination of management approved education and experience may be considered.