



JOB DESCRIPTION

CLASSIFICATION: JUNIOR PLANNING OFFICER

JOB TITLE: JUNIOR PLANNER

REFERENCE NO: 38352

DIVISION: STRATEGIC MANAGEMENT & ANALYSIS

DEPARTMENT: PLANNING & DEVELOPMENT SERVICES

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

BY: Star Schumacher DATE: February 14, 2022
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This position is responsible for performing a wide range of professional planning work related to municipal work, such as initiating, development and promoting various planning proposals, as well as interpreting, applying and monitoring existing and development control policies and standards. This position requires competence and willingness to learn in all areas of municipal planning and is responsible for the maintenance of various databases.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager – Planning.
- Maintains close working relationships with other city staff, as well as applicable external agencies including government departments, land developers, contractors, consultants and the general public.
- Participates in meetings with private consultants in the delivery of development and planning services.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides technical expertise for planning staff in their roles as Development Officers, ensuring consistent, professional, and reasonable implementation of the Land Use Bylaw.
- Assists in preparing planning reports and other documents for City Administration, Municipal Planning Commission, Subdivision and Development Appeal Board, and Council.
- Prepares amendments to the Land Use Bylaw in consultation with the Management.
- Responsible for development and maintenance of practices and procedures to facilitate technical oversight for all planning staff in their roles as Development Officers.
- Assists in processing and completion of development permits.
- May assist intermediate or senior planners in the preparation, amendment, or review of statutory plans and other planning initiatives.
- May assist in the processing of subdivision applications.
- May assist with public engagement events as required.
- Attends meetings and makes presentations as required.

REQUIRED COMPETENCIES:

- Working knowledge of Alberta's planning legislation and municipal planning processes.
- Understanding of the Alberta Land Registration system as well as competence in spatial analyses and basic cartographic principles.

- Experience in project management as it relates to municipal planning.
- Possess 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 GIS software.
- Ability to work effectively in a multi-tasking environment with competing priorities and demonstrated ability to maintain a high level of professionalism.
- Possess listening, verbal and written communication skills.
- Ability and willingness to engage and work effectively with the public and community groups.
- Proficient in research, problem solving and analytical skills.
- Ability to model behaviours 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.
- One (1) year experience in a professional planning capacity.
- A management approved combination of education and experience may be considered.