



## Job Description

<b>Working Title:</b>	PLANNER
<b>Position Type:</b>	TEMPORARY
<b>FTE (ie: 1.0, 0.5):</b>	1.0
<b>Classification:</b>	LEVEL 5
<b>Division:</b>	PLANNING
<b>Department:</b>	PLANNING AND INFRASTRUCTURE
<b>Reports To:</b>	MANAGER OF PLANNING AND DEVELOPMENT
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

### SECTION I: PURPOSE OF POSITION

Reporting to the Manager of Planning and Development, the Planner is responsible for coordinating and processing subdivision applications and endorsement packages, development agreements, and related planning bylaws while providing related information to developers, landowners, and the general public. This role supports municipal planning projects, strategies, and initiatives through conducting research, creating and delivering maps and presentations, and preparing planning documents and related material.

## SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
70%	<p><b><u>Current Planning</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate planning bylaw, land use bylaw, and subdivision applications, including the preparation and processing of associated development agreements and other related agreements, and subdivision endorsement packages;</li> <li>• Process subdivision applications and endorsement packages for the Subdivision Authority, including condominiums;</li> <li>• Process planning bylaw applications for new or amendments to statutory plans, the Land Use Bylaw, and other planning bylaws related to development applications;</li> <li>• Prepare, review and present Council reports and presentations related to land development applications;</li> <li>• Provide subdivision and current planning information to developers, landowners and the general public;</li> <li>• Coordinate municipal naming applicants (including amenities, areas, roads and buildings);</li> <li>• Participate in the development and revision of planning legislation, including statutory plans and the Land Use Bylaw, as well as planning projects;</li> <li>• Prepare subdivision related legal documents, such as development agreements, easement agreements, etc.;</li> <li>• Create maps to support land development applications;</li> <li>• Process subdivision related referrals; and</li> <li>• Prepare material and other resources to support land use planning matters.</li> </ul>
25%	<p><b><u>General Land Use Planning</u></b></p> <ul style="list-style-type: none"> <li>• Support the development, coordination, implementation, and monitoring of municipal planning projects, strategies, and initiatives;</li> <li>• Prepare, review, implement, and monitor statutory and non-statutory plans, bylaws, and Town policies on planning related matters;</li> <li>• Conduct research and prepares reports, plans, maps, and recommendations in support of planning matters;</li> <li>• Provide support and input on development, engineering and other planning related projects and applications;</li> <li>• Liaise with the community, Town Council, planning boards and bodies, other agencies and levels of government and relevant stakeholders, on matters related to land use and development;</li> <li>• Provide professional opinion, technical assistance, and problem resolution for internal and external inquiries on matters related to land use and development;</li> <li>• Prepare, attend and make presentations to Town Council, other planning bodies and boards, internal staff, residents, and external clients on matters related to land use and development;</li> <li>• Attend and participate in public meetings, workshops, and open houses;</li> <li>• Review plans, policies, and applications to ensure they meet legislative requirements and municipal bylaws and policies; and</li> <li>• Create internal and external communication materials for planning related matters, such as newsletters, website updates, and media releases.</li> </ul>

5%	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Follow and remain current with federal, provincial, and municipal acts, regulations, bylaws, agreements, policies, and procedures;</li> <li>Responsible to actively engage in the health and safety program and be held responsible for the health and safety duties and responsibilities as outlined in Element I of the Health and Safety Manual; and</li> <li>Perform other related duties, as assigned by the manager and within the scope of the position.</li> </ul>
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### SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Not applicable	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION 4: QUALIFICATIONS

#### Level of education and experience required:

- Post-secondary degree in land use planning or related field; specialization or courses related to geographic information systems would be considered an asset;
- Master's degree in land use planning (considered an asset); and
- 2 years' directly related experience in a municipal land use planning field; experience in geographic information systems field will be considered an asset.

#### Required designations, licenses, Certificates required:

- Membership or eligibility for membership in the Alberta Professional Planners Association and Canadian Institute of Planners is required; and
- Possession of, or ability to obtain, a valid Driver's License.

#### Required Knowledge, Skills and Abilities:

- General knowledge of bylaws, planning documents, *Municipal Government Act*, *Subdivision and Development Regulation* and framework for planning in Alberta;
- General knowledge of land use planning principles, topics, issues and matters and how they relate to municipal government;
- Personal initiative and self-motivation with good time management and organizational skills, as well as integrity and professionalism;
- Demonstrated ability in communicating and expressing ideas effectively orally and in writing;
- Excellent customer service skills, conflict resolution skills, facilitation, and consultation skills;
- Ability to establish and maintain effective working relationships in a multi-disciplinary team environment; and
- Flexible work hours and attendance at evening and weekend meetings is required.

#### Software/Technology

- Competency in geographic information systems, as well as other various technology tools such as PowerPoint presentations and Microsoft Office software.

### PHYSICAL EFFORT

<input checked="" type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc.); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour). Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc.). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
<b>WORK ENVIRONMENT</b>	
<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc.
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc.), and/or use of safety equipment. May also require personal protective equipment.