



Job Description

Working Title:	COORDINATION PLANNER
Position Type:	TEMPORARY
FTE (ie: 1.0, 0.5):	N/A
Classification:	LEVEL 4
Division:	PLANNING
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	MANAGER OF PLANNING AND DEVELOPMENT
<input type="checkbox"/>	New Position
<input type="checkbox"/>	Update of current position
<input checked="" 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 Coordination Planner role supports community planning, technical planning services, current planning, and the overall planning and development business unit. The Coordination Planner coordinates and processes planning and development applications and inquiries and supports planning projects, initiatives, programs and services.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
20%	<p>Community Planning</p> <ul style="list-style-type: none"> • Support the development, coordination, implementation, and monitoring of municipal planning projects, initiatives, strategies, and statutory and non-statutory plans, bylaws, and policies. • Conduct research and analysis and prepare reports, plans, maps, recommendations, and related planning and environmental documentation. • Support development, engineering, and other planning-related projects and applications. • Assist with public engagement activities, including meetings, workshops, open houses, and presentations to Council, boards, committees, staff, stakeholders, and the public. • Liaise with landowners, developers, community members, external agencies and other public bodies to support coordinated decision-making. • Support planning and environmental program development and events. • Assist with municipal and regional committees, boards, and working groups related to planning and environmental sustainability. • Provide professional opinion, technical advice, and problem resolution on land use, development, and planning matters. • Interpret and implement provincial legislation, regulations, and municipal bylaws, agreements, policies, and procedures.
20%	<p>Technical Planning Services</p> <ul style="list-style-type: none"> • Prepare and review planning related mapping and spatial analysis products to support applications, studies, reports, and presentations, and coordinate mapping requests from internal business units. • Support the collection, analysis, maintenance, and reporting on land use and environment statistics. • Support municipal naming applications, planning committee activities, planning grant programs and the urban hen keeping and beekeeping program. • Support the preparation, submission and completion of municipal initiated current planning applications. • Assist with research, development, and submission of grant applications and proposals. • Assist with technical planning support for other business unit.

20%	<p>Current Planning</p> <ul style="list-style-type: none"> • Process subdivision applications and endorsement packages for the Subdivision Authority, including condominiums. • Process bylaw applications for new or amendments to statutory plans, the Land Use Bylaw, and other planning bylaws related to development applications. • Provide subdivision and planning bylaws information to developers, landowners and the general public. • Process subdivision and planning bylaws related referrals. • Liaise with Planning and Infrastructure staff, developers, government agencies and other Town departments on current planning related matters to ensure information and decisions are coordinated and cohesive. • Conduct research; compile, record and synthesize technical data; and prepare reports, plans, maps and graphics to support the review, processing, and decision making of current planning applications. • Attend, participate in and host current planning review meetings, including preparing information, agendas and meeting notes. • Attend, participate in and host public meetings, workshops and open house events related to planning and development applications. • Prepare material for advertisement of applications and public participation events.
35%	<p>Planning and Development Coordination</p> <ul style="list-style-type: none"> • Coordinate and support the implementation of the electronic permit software system. • Provide GIS support to various team members in Planning and Development business unit. • Coordinate and support planning and development applications. • Prepare maps and graphics for land development applications. • Maintenance of Planning and Development pages on Corporate Website.
5%	<p>Other Duties</p> <ul style="list-style-type: none"> • Help perform the duties of the other Planning and Development Staff in their absence and within the scope of this position. • Occasionally required to work overtime. • 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. • Other duties assigned by the Manager of Planning and Development and within the scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Not applicable.

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- A Bachelor degree in Planning or related field; specialization or courses related to geographic information systems or project management is an asset.
- Previous municipal or planning related experience 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.
- Eligibility for membership in the Canadian Institute of Planners.
- Valid Class 5 Driver's License.

Required Knowledge, Skills and Abilities:

- General knowledge of the Alberta planning framework.
- Familiarity with Municipal Government Act, statutory documents, Land Use Bylaws, Safety Codes Act, and Permit Regulations.
- Customer service, facilitation, and communication skills.
- Personal initiative, time management, and organizational skills.
- Sound research and report writing skills.
- Ability to establish and maintain effective working relationships in a multi-disciplinary team environment.
- Ability to adapt to varying workloads.
- Ability to adjust to flexible work hours to accommodate attendance at evening and weekend meetings and events where required.

Software/Technology

- Microsoft Office Suite.
- Knowledge of ESRI ArcGIS products.
- Knowledge of document design software, such as InDesign, and PDF editing software, such as Bluebeam, is an asset.
- Hands on experience and /or knowledge related to e-permitting is an asset.

PHYSICAL EFFORT

<input checked="" type="checkbox"/>	<p>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</p>
<input type="checkbox"/>	<p>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.</p>

<input type="checkbox"/>	<p>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.</p>
<p>WORK ENVIRONMENT</p>	
<input checked="" type="checkbox"/>	<p>Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>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.</p>