

Job Description

Working Title:	JUNIOR PLANNER
Position Type:	TEMPORARY
FTE (ie: 1.0, 0.5):	N/A
Classification:	LEVEL 3
Division:	PLANNING
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	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 Junior Planner undertakes and assists a variety of planning and development tasks and projects. This role supports municipal planning projects, strategies, and initiatives and the processing of planning and development applications and inquiries (planning bylaws, subdivisions, development permits, land development inquiries, etc.). The Junior Planner provides information to developers, landowners, and the general public, conducts research and analysis, creates and delivers maps and presentations, prepares planning documents and related material, and develops and executes public participation strategies.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
60%	<p>Planning Project Work</p> <ul style="list-style-type: none"> • Conduct research; compile, record and synthesize technical data; and prepare reports, plans, maps and graphics to support planning related corporate projects as well as planning and development department initiatives; • Assist in the development, coordination, implementation and monitoring of plans, corporate initiatives, policies and joint projects; • Research, review, analyze, and prepare policies and/or recommendations as they relate to new and ongoing planning projects. • Prepare material for advertisement, and assist, attend and participate in project meetings, workshops and public participation events related to corporate and department initiatives; • Assist, prepare and present reports for Council and other groups about corporate and department initiatives; and • Work with internal and external stakeholders on the development, coordination and implementation of corporate and department projects.
35%	<p>Planning and Development Applications</p> <ul style="list-style-type: none"> • Provide planning and development information and respond to inquiries to the public, landowners, applicants, agencies as well as internal and external stakeholders; • Conduct research; compile, record and synthesize technical data; and prepare reports, plans, maps and graphics to support the review, processing, and decision making of planning and development applications; • Attend and participate in planning and development review meetings, including preparing information, agendas and meeting notes; • Attend and participate in public meetings, workshops and open house events related to planning and development applications; • Assist, prepare and present reports for Council and other groups about planning and development applications; • Assist in the review of applications, plans or policies and crafting of recommendations regarding planning and development topics ensuring alignment with bylaws and applicable legislation; and • Prepare material for advertisement of applications and public participation events.
5%	<p>Other Duties</p> <ul style="list-style-type: none"> • Follow and remain current with federal, provincial, and municipal acts, regulations, bylaws, agreements, policies, and procedures; • 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 • Perform other related duties, as assigned by the manager and within the scope of the position.

SECTION 3: SUPERVISION OF OTHERS

Not applicable.

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- Post-secondary degree in Planning or a related field
- Previous planning related experience (asset)

Required designations, licenses, Certificates required:

- Eligibility for membership in the Canadian Institute of Planners; and
- 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
- Ability to read and interpret blueprints
- 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; and
- Ability to adjust to flexible work hours to accommodate attendance at evening and weekend meetings and events where required.

Software/Technology

- Proficiency in the use of ArcGIS, Adobe Suite and Microsoft Office software.

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>