

The City of Fort Saskatchewan is seeking a confident and personable professional to join our Planning & Development Team. Reporting to the Manager, Development Planning, the Development Planner provides quality and timely delivery of planning services with particular emphasis on development planning matters.

Responsibilities include, but are not limited to:

- Process major Development Permit applications, including medium and high density residential, commercial, industrial, and institutional applications.
- Processing subdivision applications and endorsement requests to manage subdivision projects within the city, ensuring compliance with City Bylaws, policies, and objectives.
- Processing road closures to prepare land for development, where applicable and other current planning tasks such as Land Use Bylaw.
- Reviewing and providing preliminary evaluations of development proposals, based on relevant planning documents, bylaws, and regulations.
- Engage in local and regional planning.
- Liaises with the residents and businesses in a respectful manner; and overall promotes the purpose and objectives of the Planning & Development department.
- Assist with the research and preparation of specialty reports and plans on land use and development topics as to provide pertinent, timely information and recommendations for City strategic initiatives and capital projects.
- Serve on ad hoc committees and projects as required in support of City wide, other department initiatives, and community/business group projects.

The successful candidate will possess a minimum 2-year Diploma in Urban Planning or a related discipline, preferably a Degree, in Urban, Regional or Environmental Planning or a related discipline. A combination of education and experience may be considered. A minimum of three years of related experience, a Safety Codes Designation of Powers Certification and a valid Class 5 Driver's License is required. Applicants should be a member of, or eligible for membership in, the Alberta Development Officers Association. A member of, or eligible for membership in, the Canadian Institute of Planners is considered an asset. This position requires a sound understanding of municipal planning and development, including Provincial Acts and Regulations. Experience with the writing and interpretation of planning policy, including the Land Use Bylaw and subdivision processes with understanding of Statutory Plans is considered an asset. Urban Design and Architecture experience is desired. The incumbent will have working knowledge of computerized applications and techniques, including Microsoft Office Applications, City View Permitting software, Adobe Acrobat and GeoMedia, is essential. The successful candidate will demonstrate effective communication for interaction with coworkers, other professionals, and the public. Dispute resolution, organization, and time management skills with the ability to change focus and priorities on an ongoing basis is crucial.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$81,744.00 to \$96,174.00 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence by **Thursday, October 31, 2024**, through the Career Portal on the City's Website at [www.fortsask.ca](http://www.fortsask.ca)



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.***