

PLANNER

PERMANENT FULL-TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Salary	\$73,899 - \$89,909 per annum
Closing Date	April 22, 2014
Competition #	14/77M

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. The employees of the City of St. Albert are proud of our community and we look for ways to make a difference. We enjoy a workplace that strives for excellence, innovation and opportunities for growth. We are a strong team of professionals who enjoy making St. Albert a great place to live and work.

The City of St. Albert is recruiting a Planner to join our Planning & Development department.

Reporting to the Manager of the Planning Branch, the Planner is responsible for long range and current planning functions. Typical tasks involve coordinating review of current planning applications, researching topics related to policy development, working with internal and external committees, processing of subdivision and related bylaws and agreements, and assisting the public in interpreting City regulations or processes.

We are looking for an individual with strong planning research and communication skills, and an ability to learn and work with Provincial legislation (Municipal Government Act; Subdivision and Development Regulation), Statutory Plans (Municipal Development Plan; Area Structure Plans), and various municipal policies, procedures and standards.

Please visit our website <http://stalbert.ca/planning-development> to learn more about a number of planning initiatives underway to plan for the future of St. Albert and ensure the community remains a vibrant, attractive, and successful place to live and work.

QUALIFICATIONS

- An undergraduate degree in Urban Planning or a related field.
- Working towards fulfilling CIP Full Membership requirements.
- Three years of planning related experience
- Excellent oral and written communication skills required.
- Experience with developing plans and policies based on thorough analysis and research.
- An ability to learn and work with Provincial legislation
- A preference for working primarily independently, with minimal supervision

- Proficient user of the Microsoft Office Suite. Experience with POSSE a benefit.
- A valid Class 5 driver's license is required for travel to meetings.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday – Friday, 8:00 – 5:00 with a regular day off every two weeks). Occasional attendance at events or meetings in the evening may be required.

SALARY

\$73,899 - \$89,909 per annum. The City of St. Albert offers a generous and comprehensive benefit package.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified candidates are invited to forward their cover letter and resume, quoting competition #14/77M by April 22, 2014 to:

**Human Resource Services
The City of St. Albert
216, 7 St. Anne Street
St. Albert, Alberta T8N 2X4
Fax: (780) 459-1729**

Online applications: www.stalbert.ca/employment

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.