



## Senior Planner

Permanent, Full-time (35 hours/week)

\$86,850.40 - \$108,563.00/annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

We are currently recruiting for a permanent, full-time **Senior Planner** in our Planning and Economic Development Department.

### **About the Opportunity:**

The Senior Planner reports to the Manager, Planning, and Development, and also takes directions from the Director of Planning and Economic Development and General Manager, Infrastructure and Planning. The Senior Planner is primarily responsible for conducting special projects and planning studies, and to develop supportive public policy as necessary in order to ensure the long-term environmental, social, and economic sustainable growth of the city.

This position may also manage and review planning applications and projects for development, subdivision, redistricting, outline plans and area structure plans, regional plans, as well as providing a planning perspective on issues within the City in order to ensure that development in the City is planned responsibly and is in conformance with all relevant legislation, statutory plans, bylaws, and policies.

Specific projects the Senior Planner will be working on include the Urban Centre Redevelopment Plan and a Housing Strategy for the City of Leduc. These two studies represent key foundations documents for guiding the city building process in Leduc. The Planner II will be a key member of the team during the development of these projects.

### **Responsibilities include, but are not limited to:**

- Working in a team environment to develop land use planning policies and recommendations to help guide the physical development of the City.
- Research best practices in land use planning that encourages, social, environmental, and economic sustainability, including analyzing land uses, growth trends, patterns, and constraints.
- Presentation of policies, bylaws, special studies, or best practices to senior members of Administration, municipal committees or working groups, or City Council as required.
- Processing subdivisions, redistricting, outline plans, area structure plans, and amendments to statutory plans.
- Receiving and reviewing applications for accuracy and conformance to application requirements and to all relevant legislation, statutory plans, bylaws, and policies.
- Processing applications from submission, approval, committee and/or council presentation, and registration as applicable; including preparing conditions of approval for subdivision applications.

- Preparing, administering, and enforcing development agreements and inspecting developments for completion of agreement conditions.
- Liaise and coordinate with local and regional organizations, groups, agencies, and government bodies on land use planning issues and activities including inter-municipal referrals.
- Preparing legal documents including caveats, restrictive covenants, right-of-way agreements, and encroachment agreements.
- Provide professional planning advice to the development industry, the public, the functional area, the City's Subdivision Authority and the organization.
- Creation of proposals for funding as needed.

**Qualifications:**

You are an ideal candidate if you have the following:

- Degree in Regional and Urban Planning, Urban Design, Environmental Science, Landscape Architecture, Architecture or Geography, with a minimum of 2 years of professional experience; *or*
- Degree in a related field, with minimum of 5 years' municipal experience.
- Membership, or eligibility for membership, with Canadian Institute of Planners.
- Working knowledge and experience with MS Office Software.
- Strong interpersonal skills with the ability to work both independently and collaboratively within a team and other departments.
- Must be willing to provide a current Criminal Records Check at own expense.

To apply, please visit our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 11:59 pm (MT) on February 27, 2024. This competition may be used to fill future vacancies at the same or lower classification level.**