

## **PLANNER II (POLICY PLANNING) TERM 15 MONTHS**

Position ID: J1024-0200

Job Type: Term Full Time

Department: Planning and Development

Number Of Positions: 1

Min Salary: \$86,796.00/Year

Max Salary: \$108,495.00/Year

Closing Date: Nov 08, 2024

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

You will be responsible for developing and implementing various city planning strategies for Airdrie. This includes supporting outreach and engagement efforts in the projects to update Airdrie's Municipal Development Plan (Airdrie City Plan) and Airdrie's Long-Range Sustainability (AirdrieONE) Plan. You will also lead or support new neighborhood approvals and other special projects as required.

Responsibilities include:

- Support outreach and engagement efforts on major updates to the Municipal Development Plan (Airdrie City Plan), Airdrie's Sustainability Plan (AirdrieONE)
- Lead or support Neighbourhood Planning (Community Area Structure Plans and Neighborhood Structure Plans)
- Prepare, present and defend planning reports on complex planning issues and applications to advisory boards and Council

- Lead or support pre-application meetings regarding new development proposals
- Develop and maintain professional relationships with the public and development community
- Provide interpretation and guidance to customers and external stakeholders on policy development initiatives and planning applications
- Review and ensure municipal compliance with Acts, regulations, bylaws, agreements, policies and procedures
- Review and respond to requests from internal departments, government agencies and the public
- Conduct research in specific or general project areas and present planning reports and planning policy documents
- Develop and implement business improvements to benefit customers and the City

### **You Bring:**

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) and a minimum of 4 years of progressively more responsible and varied planning experience OR; a degree in a planning related discipline and a minimum of 6 years planning and/or development experience
- A minimum 2 years of experience involving a broad range of neighborhood planning and development applications in a municipal environment
- Experience with outreach and engagement with a variety of stakeholders in a tactful and professional manner
- Strong understanding and application of provincial and municipal planning policies, legislation, processes, procedures and statutory planning documents
- Experience working independently and synthesizing information resources in a clear and concise fashion when processing applications, including preparation and presentation of technical reports
- Experience with presentations to Council, the public and government departments
- Experience with or certification from the International Association for Public Participation (IAP2) is an asset
- Experience working with geographic information systems (GIS) is an asset
- Experience working with development application management tools (e.g., CityView) and document management software (e.g., SharePoint, Escribe) is an asset
- Membership or eligibility for membership with the Alberta Professional Planners Institute (APPI) is an asset
- Ability to work on several projects or issues simultaneously
- Ability to work independently and take initiative to identify and resolve planning application issues
- Ability to plan, organize and schedule work to successfully meet deadlines
- Ability to work within a high-volume, fast paced working environment and to think and react quickly and effectively to problems that may arise
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)

### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness

initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This term full-time position (37.5 hours per week) includes a comprehensive benefits and pension package.

There is a possibility of extension of the term up to 18 months.

Please provide a cover letter as a means of introducing yourself.

**Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.