



**VISION:**

A city that inspires

**MISSION:**

Working together to  
enhance the quality of  
life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## SENIOR PLANNER – DEVELOPMENT PLANNING

Planning and Development – Job # P1321

**CLOSING DATE: NOON – MAY 28, 2025**

### JOB SUMMARY:

The Planning and Development Department manages the growth, development, and physical form of the city, which is led by a Senior Planner.

This position is an advanced professional planning position working at a supervisory level involving considerable independent judgement in the review and analysis of development throughout the city. The incumbent is responsible for managing and leading the review of major development projects, from project initiation through to execution, that are often complex and require coordination with stakeholders and other city departments.

In addition to this, this position is responsible for conducting regular reviews and updates of the Zoning By-law. This position demands the application of a broad skill set in matters of land use, public consultation, and coordination and compromise with other departmental interests as they relate to the development of land.

It also requires a sound understanding of urban design and urban form principles and their application within an urban context, as well as a thorough understanding of the development approvals process. The position is responsible for supervising technical support staff and representing the City and the Department on various committees, working groups and at public meetings.

Success in this role will require the development of strong working relationships with key stakeholders including the general public, development community and industry, business community, Planning Advisory Committee, City Council, and other city departments.

The position reports directly to the Manager of Development Planning.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

## **WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

### **City of Moncton Salary and Wage Scale**

## **EDUCATION:**

- High School graduate or GED equivalency.
- Must have a graduate or undergraduate degree in planning which is recognized by the Canadian Institute of Planners.
- Must be a Registered Professional Planner (RPP), and full member of the Canadian Institute of Planners.

## **EXPERIENCE:**

- Candidates must possess a minimum of five (5) years of relevant experience, preferably working with larger urban centre municipalities processing large complex development and rezoning applications, including working with Provincial planning legislation and relevant land use regulations.
- Must have two (2) years of supervising and project management experience.

## **LANGUAGE:**

- English Essential. The ability to communicate in French is an asset, but not a requirement.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of planning legislation and ability to perform legislative planning functions associated with the Community Planning Act.
- Strong theoretical and practical understanding of community planning principles, methods and procedures is demonstrated.
- Ability is shown to work independently and with minimal assistance.
- Awareness and understanding of current planning and development issues in communities are demonstrated.
- Understanding of the Urban Planning Department's policies, priorities, processes and procedures is demonstrated.

- Ability to provide effective leadership and direction to other planning and development staff.
- This position requires extensive computer skills and knowledge of municipal databases, word processing, Windows applications and e-mail. Example: Microsoft Outlook/Excel/Word/Power Point.
- Ability to instruct and supervise junior planning staff relevant to the assigned work program.
- Ability to initiate ideas and make sound judgments.
- Must possess strong organizational and time management skills and be capable of working without direct supervision.
- Close attention is paid to detail and to verifying accurate information.
- Ability to effectively communicate both verbally and in writing.
- Good presentation skills.
- Ability to work with tight timelines.
- Ability to work effectively in a customer-oriented and collaborative working environment.
- Ability to meet, consult and deal in confidence with municipal officials and business/industry.
- Ability to identify, analyze and resolve complex planning and development concerns and issues.

#### **OTHER:**

- Must possess strong organizational and time management skills and be capable of working without direct supervision.

#### **CONTACT:**

- This position will have a significant impact on the image of the department and will have frequent contact with internal and external customers. It requires courtesy and diplomacy for exchanging information through calls from the general public, members of council, civic administration, media, heads of agencies, commissions, and local or national organizations. This position requires a high degree of discretion as matters of a confidential nature are dealt with regularly.
- Requires behavioral characteristics that reflect the best interest of the corporation and the community at large.
- Must use judgment and a high degree of customer service skills in dealing with contacts. Must be professional and neat in appearance.

**SUPERVISION:**

- Can provide some supervision to urban planning, technical planning and other support staff.
- Must be able to work with minimal supervision and make decisions that reflect the established objectives of the department. Also requires initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.

**CONDITIONS OF WORK:**

- Normal working hours shall prevail, under agreeable working conditions in an office environment. This position will frequently be required to work beyond the normal workday to attend regular public Council meetings, attend Planning Advisory Committee and other committee meetings, as well to process development applications in a timely manner to meet specific deadlines, deliver public presentations, facilitate public hearings and public consultation on municipal planning matters.
- Frequent listening concentration, responding to enquiries and problem situations.
- Demands by individuals to give approval to applications that do not comply with regulations.
- Requirement to deal with upset or impatient individuals.
- Work under pressure of deadlines requiring the need to constantly reorganize priorities.
- Required to respond professionally to upset public, in person, on the phone, and at public meetings.
- Planners may face conflict and hostility in public sessions, particularly when presenting an unpopular corporate position.
- Frequently required to attend evening meetings and make public presentations.