



Make working for
The City work for you.



Planner 1

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Planner 1, you are responsible for managing the review of land use and development applications, and for assisting with and preparing planning policies. Primary duties include:

- Review, evaluate, and make recommendations on a wide range of development applications.
- Coordinate input from interdepartmental partners on policy development and planning applications.
- Prepare technical reports and present recommendations to the appropriate approving authorities.
- Collaborate, negotiate, and problem-solve effectively in a professional manner.
- Respond to inquiries, including interpreting and explaining planning policies and decisions to various internal and external customers.
- Participate in public engagement events regarding planning policy, development applications and guidelines. Assist in various projects and initiatives that implement the Municipal Development Plan (MDP) or other City policies and initiatives.
- Work in a fast-paced, customer-focused, team-oriented, environment.

Qualifications

- Currently enrolled in a Planning-related degree that is recognized by the Alberta Professional Planners Institute (APPI) or another Provincial or Territorial Institute or Association (PTIA) representing the Planning profession in Canada, with a graduation date of December 2025; OR
- A Planning-related degree that is recognized by the Alberta Professional Planners Institute (APPI) or another Provincial or Territorial Institute or Association (PTIA) representing the Planning profession in Canada; OR
- A degree in a Planning-related discipline not recognized by the Alberta Professional Planners Institute (APPI) or another Provincial or Territorial Institute or Association (PTIA) representing the Planning profession in Canada, combined with at least 1 year of experience in planning policy research/analysis or evaluation of planning applications.
- Membership with the Alberta Professional Planners Institute (APPI) would be considered an asset.
- Experience with planning legislation, with work experience applying that knowledge on a broad range of planning projects is an asset.
- Possess strong written and verbal communication skills in addressing a wide range of audiences, such as Calgary Planning Commission, City Council, committees, and citizens.
- Demonstrate sound judgement, effective analytical and decision-making skills.
- Success in this position requires professionalism, integrity, ethical behavior, and commitment to the [cultural values](#) of The City of Calgary.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- Successful applicants who will be graduating in December 2025 must provide official documentation of completion (e.g., degree, transcript) before a formal start date can be confirmed. This documentation will verify the completion of the required educational qualifications for the position.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 10 Permanent
Compensation: Pay Grade 11 \$44.76 – 59.84 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Community Planning
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: November 7, 2025
Job ID #: 312786

Apply online at www.calgary.ca/careers