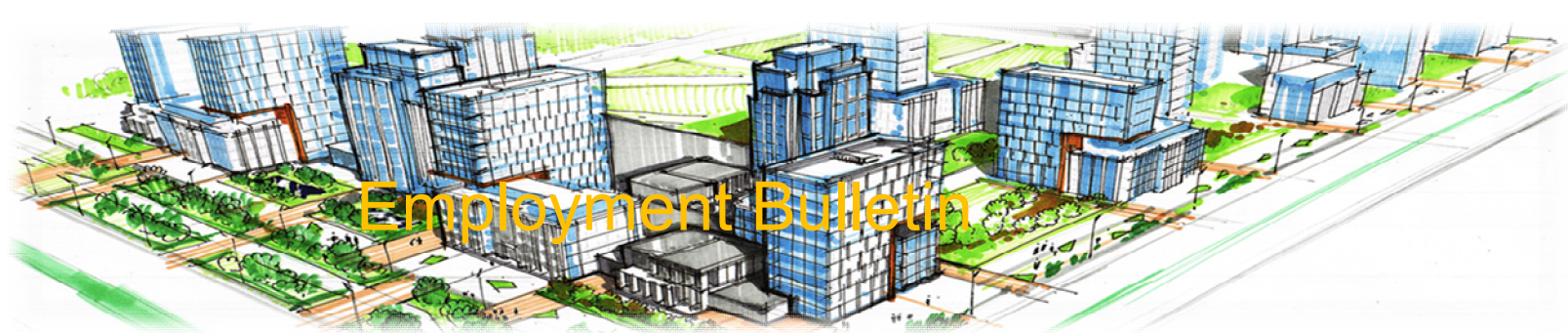




Planner or Junior Urban Planner

Full-Time

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

Reporting to the Director EPAI, the Planner or Junior Planner assists in the dealing with planning and development matters and other responsibilities assigned to the Planning Department. This is a professional opportunity to take your next career step in community and urban planning. This role includes but is not limited to, interpretation of the zoning bylaw and OCP, dealing with public inquiries, development reviews, approvals and recommendations, preparation of Council reports, assisting in public communication, making presentations to Council, assisting in research on current planning and development trends, assisting in record keeping, attend public events, managing confidential files, and other duties as assigned.

Roles and Responsibilities

- Reviews, prepares reports and approves or makes recommendations to Council on approval of development permits.
- Creates Council reports on development related matters.
- Deals with public inquiries with respect to development matters.
- Assists developers with meeting zoning bylaw requirements and getting development approvals.
- Conducts research and prepares reports on planning matters, support of economic development, housing, public engagement, etc.
- Assists in arranging public hearings, open houses and other forums for public engagement.
- Proposes improvements to the Zoning Bylaw, OCP internal processes and procedures.
- Administers the City's Business Licencing,
- Manages the upkeep of property and building files.

Qualifications

- 4-year bachelor's degree in Regional and Urban Planning.
- Registered Professional Planner (Planner position) or willing to pursue registration
- Membership or eligibility for membership in Saskatchewan Professional Planners Institute.
- Saskatchewan Class 5 Driver's License and use of a personal vehicle.

The following would be regarded as Assets:

- Experience working in a municipal government environment.
- Familiarity with Safety Codes.
- Knowledge of the development industry, land use planning issues and statistical analysis.
- Knowledge of legislative framework under which planning applications and projects are processed. (Planning and Development Act, Statements of Provincial Interest, Cities Act and applicable environmental legislation).
- Experience with graphic arts software and GIS an asset.

To view the comprehensive job description please contact HR at hr@cityofnb.ca

Competition Number: PLAN01

Salary: \$81,676 to \$101,783 (OOS Wage Band 4 – Planner)
\$72,252 to \$90,039 (OOS Wage Band 3 – Junior Planner)

Hours of Work: Monday to Friday, Day Shift - 40 Hours per Week

Initial Review of applications: until successful candidate is found

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

www.cityofnb.ca

