

Senior Planner II

Community Services Division
Planning & Development Department

(Permanent full-time)

Posting No. 697(222)

The City of Saskatoon is an Employment Equity employer

CORE FUNCTION:

This position performs senior professional planning and supervisory work for the Planning and Development Division, Development Review Section.

DUTIES:

1. Leads the review of subdivision applications, Concept Plans and oversees the review and processing of development permit applications.
2. Leads the review and implementation of Policy related to Provincial and Federal Legislation as well as City Bylaws and Policies related to subdivision and concept plans.
3. Supports the Hiring, planning, organizing and directs planning staff primarily engaged in the development and implementation of policy and legislation related to subdivisions, concept plans, and development permits. Supports performance management and, when required, disciplinary action.
4. Establishes and maintains liaison with key stakeholders, residents and civic staff on issues related to the processing and or implementation of subdivisions, concept plans, and development permits. Evaluates and implements process improvements related to subdivisions, concept plans and development permits.
5. Prepares and presents reports and recommendations of the above activities to committees and City Council as required.
6. Represents the Planning and Development Division and provides support to internal and external committees.
7. Meets and negotiates with, builders, developers and members of the public over matters of public policy dealing with subdivisions, concept plans and development permits.
8. Maintains liaison with other professionals, property owners, consultants and community associations regarding land use planning matters.
9. Maintains expertise related to current and anticipated trends in land use planning, neighbourhood design, subdivision, concept plans and permitting processes.
10. Performs other related duties as assigned.

QUALIFICATIONS:

- University Degree in Planning or a directly related discipline.
- Six years' progressively responsible professional experience in city planning, including supervisory responsibilities.
- Possession of Full Membership standing in the Canadian Institute of Planners (CIP), Saskatchewan Professional Planners Institute (SPPI).
- Thorough knowledge of the principles, practices and objectives of city planning including regulations and legislation related to subdivision and concept plans.
- Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to land-use planning with particular focus on subdivision and concept plans.
- Demonstrated ability to establish and maintain effective working relationships with the public, senior levels of government, First Nations, the development industry, professionals in various fields, employees and civic officials.
- Demonstrated ability to communicate effectively verbally and in writing.
- Demonstrated ability to make clear decisions in a prompt and consistent manner.
- Demonstrated research and presentation skills.
- Demonstrated skill in the operation of a computer with Microsoft Office, and a variety of statistical and database applications.
- Previous experience in overseeing the review of subdivision applications and concept plans would be considered an asset.

SALARY:

\$86,211.84 – \$101,175.60 per annum (2022 Rates)

CLOSING DATE:

Tuesday, January 18, 2021