

# Job Title: Senior Project Planner (Downtown)

## Position: Senior Project Planner

Division: Community Services

Department: Planning and Development

Term: 1 Temp Full Time position(s) available for approximately 36 months.

Closing Date: 09/05/2022

Labour Group: SCMMA

Posting: 1338

### Job Summary

This position plans, organizes and manages the development and implementation of a broad range of community planning studies and capital projects with a focus on the Downtown and broader City Centre area. This position will develop a detailed project plan or plans for the Downtown Event and Entertainment District Master Plan, Downtown Stimulus Strategy and City Centre Action Plan and lead the implementation process. This will require extensive interdepartmental collaboration and coordination with outside agencies, stakeholders and the public.

### Duties & Responsibilities

1. Manages, prepares and coordinates interdepartmental projects, business plans and studies relating to market needs and feasibility assessment, site selection, operation impacts and financial planning.
2. Creates, revises and coordinates the implementation of cross-disciplinary projects using a thorough knowledge of departmental and corporate requirements and standards of operation, partnership opportunities, financial planning, risk/reward assessments and land development/re-development opportunities. Ensures value for money for assigned projects.
3. Prepares and presents complex reports and recommendations to City Council, the Standing Policy Committee on Planning, Development and Community Services, the Municipal Planning Commission, and other committees as required.
4. Negotiates and resolves issues involving various interdepartmental needs and external agencies.
5. Oversees consultant contracts and projects related to special land development, or other special corporate projects, by preparing tenders and/or requests for proposals, detailing project definitions, identifying terms of reference and reviewing proposals for consultant selections. Makes recommendations and administers consultant agreements.
6. Develops, implements and measures the effectiveness of interdepartmental projects delivered by Planning and Development, including defining and monitoring performance outcomes.
7. Ensures terms and conditions of all agreements are followed. Negotiates partnerships, leases and co-sponsorships as required.
8. Ensures that public consultation and communication related to mandated areas are conducted in accordance with the City of Saskatoon Community Engagement Policy and Public Notice Policy.
9. Addresses complex, sensitive and confidential issues on a regular basis and facilitates collaborative solutions to these issues.
10. Performs other related duties as assigned.

### Qualifications

- Degree in urban planning, architecture, engineering, business administration or other related field.
- Registered Professional Planner (RPP) and Member of the Canadian Institute of Planners (MCIP) or a professional designation in one of the following areas: Engineering, Architecture or Landscape Architecture. Must be eligible to attain provincial membership upon hire.
- Six years' progressively responsible professional experience in urban planning, architecture, urban design, civil engineering and/or related disciplines, including three to five years' progressively responsible project management experience.
- Thorough knowledge of corporate accounting, budgeting, procurement and financial procedures.
- Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to land-use planning and land development.
- Demonstrated ability to resolve complex issues in a multi-disciplinary environment including conflict management, managing extensive work programs and delivering projects on schedule within budgetary constraints.

- Demonstrated ability to establish and maintain effective working relationships with the public, industry professionals, related external agencies, tenants, and property owners using public engagement methods as required.
- Demonstrated ability to deliver consistent quality and performance while managing a high volume of work with multiple responsibilities amongst multiple stakeholders.
- Demonstrated ability to guide staff and consultants.
- Demonstrated ability to communicate effectively, including the preparation and presentation of complex financial and technical reports.
- Demonstrated ability to make decisions in a prompt, clear and consistent manner.
- Demonstrated ability to establish and maintain effective working relationships with all levels of civic staff, including senior administration and elected officials.

## **Additional Requirements**

**Weekly Hours:** 36.67

**Salary Range:** \$86,211.84 to \$101,175.60 CAD **per annum** (2022 rates)

### **Diversity, Equity and Inclusion**

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

### **Accommodation**

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [talent.acquisition@saskatoon.ca](mailto:talent.acquisition@saskatoon.ca).