

## **PLANNER**

### **Competition #J0325-0514**

Located in the heartland of northern Saskatchewan, the City of Prince Albert is a vibrant and innovative municipality that prides itself on being a family focused community. Situated just minutes from lake country the City of Prince Albert is a recreational paradise that offers all the benefits of big city amenities including access to arts, entertainment and unique cultural experiences. The City is leading the way in creating an active, prosperous and healthy City of opportunity for our 36,000 residents. We are in search of ambitious, passionate and talented individuals who are looking for a rewarding career that supports work life balance. If you are interested in contributing to this vision, we welcome you to apply at <https://www.citypa.ca/en/city-hall/jobs.aspx> . Come enjoy a balanced way of living at the City of Prince Albert.

The City of Prince Albert currently has a full-time permanent opportunity available as a Planner in the Community Development Department.

The Planner is responsible to assist in the development of studies, master plans, policies, programs and bylaws; develop and prepare reports and recommendations on various projects; and provide advice, information and interpretation to the public and various stakeholders, on planning related matters. This position plays a key role in the current and long range planning activities of the City of Prince Albert.

#### **Principle Duties & Responsibilities:**

- Provide sound planning advice for the interpretation of bylaws, policies, studies and other planning documents as necessary.
- Act as a liaison between the Planning Department, other Departments, the development/construction industry, First Nations, external agencies and the public.
- Effective administration and implementation of the Zoning Bylaw, Subdivision Bylaw, Official Community Plan, and other planning documents as necessary.
- Assist in the preparation of various studies, planning documents, and master plans.
- Arrange for, attend and present at public presentations, open houses, and other events as necessary.
- Respond to inquiries on land use plans, bylaws, policies, development agreements and other land use documents.
- Process subdivision, rezoning, bylaw amendment and development permit applications, including the coordination of necessary referrals, and the preparation of reports and recommendations.
- Participate and provide sound planning advice as member and/or Secretary for various Boards and Committees.
- Attend to all inquiries through personal, telephone, and written communication.
- Prepares and maintains a variety of records, reports and correspondence.
- Follow applicable acts, regulations, bylaws, agreements, policies and procedures.
- Follow regulations, acts and policies of Occupational Health & Safety.
- Perform other related duties as assigned.

#### **Required Qualifications:**

Bachelor's Degree from an accredited institution in a field related to regional and urban planning.

- One (1) year directly related professional planning experience.
- Membership with the Canadian Institute of Planners (CIP).

The City of Prince Albert offers competitive salaries, a comprehensive group benefit package and a Municipal defined benefit pension plan.

Qualified candidates are invited to apply online by the end of the day on **April 14, 2025** by visiting <http://citypa.ca/City-Hall/Job-Opportunities>.