



## Junior 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 City Planner, the Junior Planner assists the City Planner in the dealing with planning and development matters and other responsibilities assigned to the City's Engineering, Planning, Asset Management and Infrastructure Department (EPAI). This role includes but is not limited to, handling public inquiries, meeting with the general public, preparing development approvals, making development recommendations, assisting in preparation of Council documents, making presentations to Council, assisting in public communication, 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

- Manages the upkeep of property and building files.
- Reviews and acts as signing authority for Development Permits.
- Conducts research and builds reports necessary for economic, housing, and regional planning.
- Works with the City Planner with respect to building permits, development permits and service contracts.
- Assists the City Planner to draft memorandums and reports to Council.
- Assists in arranging and executing public hearings and other forums for public participation.
- Provides information to public requests on Building and Planning permits, legislation, developments, bylaws and statutes.
- Administers public notices and zoning bylaws and applies appropriate legislation including *The Planning and Development Act of 2007* and *Cities Act*.

### Qualifications

- 4-year bachelor's degree in Regional and Urban Planning.
- 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 AutoCAD and GIS.
- Experience with graphic arts software.

**To view the comprehensive job description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)**

Competition Number: PLAN03  
 Salary: \$68,704 to \$85,618 (2023 OOS Wage Band 3)  
 Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)  
 Posting Closing Date: June 11, 2023 (midnight)

### Contact Information

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

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
 1291 101<sup>st</sup> 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](http://www.cityofnb.ca)

