

PLANNER 1

The City of Moose Jaw is seeking to fill our Planner 1 position. Under the direction of the Director of Planning and Development Services the Planner 1 is responsible for Development Officer duties and general community and land use planning for the City of Moose Jaw.

This position will perform the following duties:

- review Development Permit Applications for compliance
- review and prepare responses to development proposals involving various land use planning matters, review complex development submissions and provide advice
- respond to project inquiries and prepare correspondence to the general public regarding the Zoning Bylaw or Official Community Plan
- liaison and consult with city departments, Provincial/Federal agencies, professional consultants/contractors, development/business industry and the public on all pertinent planning and development issues
- assist in the preparation, presentation and maintenance of plans, policies, bylaws and regulatory proposals; assist in enforcement of bylaws related to planning and development
- assist in the preparation and presentation of technical reports pertaining to Rezoning, Discretionary Use, Development Appeals Board, subdivision proposals and related planning matters
- conduct special studies and special projects related to land use policy and land development
- provide professional and technical support to the department

Qualified applicants will possess:

- University Degree in Regional Urban Planning or a directly related field
- eligibility for membership in the Canadian Institute of Planners and the Saskatchewan Professional Planners Institute
- valid Class 5 Saskatchewan driver's license and use of personal vehicle for work purposes
- familiar with Microsoft Word, Outlook, Excel and PowerPoint
- knowledge of the principles, standards and practices related to urban planning and land development
- knowledge of related municipal bylaws, provincial legislation and regulations
- ability to communicate effectively in research and report writing, including presentation skills for public meetings

Salary: \$50,532 to \$59,256 annually

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. June 8, 2023, including names of references and clearly indicating Competition #23-17 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 2 weeks of the competition closing date. All applicants are thanked for their interest.