



JOB POSTING – COMMUNITY PLANNER

POSTING DATE:	November 1, 2023
APPLICATION DEADLINE:	Posting will remain open until position is filled.
HOW TO APPLY:	Online at: cao.landon@battleford.ca
JOB STATUS:	Full-Time Permanent

The Town of Battleford is currently hiring to fill the position of Community Planner. This exciting opportunity will be an integral part of Battleford's Management Team and in leading Battleford through our next stages of growth.

Battleford is nestled between the scenic banks of the Battle River and the North Saskatchewan River and is centrally located on Yellowhead Highway No. 16 between Lloydminster and Saskatoon. Battleford is a vibrant and growing town that attracts people looking to experience small-town charm and community without sacrificing amenities and accessibility to the city. The Town is a progressive agricultural service centre with a manufacturing section and an ample supply of commercial and residential lots available for development.

Position Summary:

The Town is working with numerous partners to grow the Town. A Community Planner is needed to ensure orderly growth and effective customer service. The opportunities the Town is managing provide an excellent career opportunity. Not only will the successful candidate be working on new developments, but they will also be contributing to the revitalization of the historic downtown and sites.

The Community Planner, under the direction of the Chief Administrative Officer, will primarily be responsible for delivering a variety of municipal planning services, including analyzing, examining, making recommendations to Council relating to planning bylaws, subdivision applications, service agreements, boundary alterations, attending or participating in meetings to represent municipal, planning and community development interests, responding to applications and requests for services submitted by developers, businesses, and residents.

Key Duties & Responsibilities:

- * General planning and municipal development services including development reviews and analysis, urban design, growth projections, policy reviews, development approvals and general communication.
- * Assist in planning, organizing, coordinating, and implementing various bylaws and administrative programs and the revision of existing ordinances.
- * Provision of planning advice, presentations to Council, responding to citizen concerns, liaising with other agencies and long-range policy planning.



Key Duties & Responsibilities:

- * Community engagement and communication on significant planning issues and projects. Act as technical consultant for planning and development. Informing the public on the value of the OCP, Zoning Bylaws and services provided by the municipality and create effective public relation programs to promote the municipality.
- * Project management, coordination, and inter-department support.
- * GIS management, mapping, review, design, support, and communication, website updates.

Required Knowledge, Skills & Abilities:

- * Planning background research, planning policy research, education, communication.
- * Knowledge of planning policy and regulations in Saskatchewan, professional community planning principles, legislation, and processes as they relate to the preparation and review of land use plans.
- * Knowledge of economic, geographic, cultural, and social issues and trends related to planning and development.
- * Proven ability to organize, evaluate, communicate, and present information both verbally and written. Advance written and verbal communication.
- * Ability to work beyond normal working hours such as Council and public meetings, extended periods of sitting, working in a busy office environment with frequent interruptions.
- * Demonstrate ability to be fiscally responsible and suggest cost-saving measures.
- * Pays attention to details, customer focus, professionalism, teamwork, cultural sensitivity, and organization problem solving.
- * Ample experience in computer programming and software skills, including Microsoft Word, Excel, GIS software, AutoCAD, etc.

Education & Experience:

- * University degree in urban and/or rural planning or a related discipline with Municipal Experience.
- * Membership with CIP/SPPI considered an asset.
- * Minimum of one (1) year of direct work experience in a management capacity in a policy, planning or research position.

Terms & Compensation:

The Town offers competitive compensation, and a comprehensive defined-benefit pension plan.
Hours of work: 37.50 hours per week
Employment Term: Permanent Full-Time
Salary Range: negotiable based upon credentials.