

Cultivate Your Career



MANAGER, PLANNING PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning and Development
Location	5 St. Anne Street, St. Albert
Compensation	\$118,618 - \$143,918 per annum
Closing Date	September 25, 2024
Competition #	24/169A

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees proudly serve over 70,000 residents, delivering high-quality programs and services that help make St. Albert one of Canada's best places to live.

The City of St. Albert has an exciting opportunity for a Planning Branch Manager to join our Planning and Development Department. The Planning Branch encompasses the Long-Range Planning, the Current Planning, and the Affordability Housing portfolios.

Reporting to the Director of Planning and Development, this position will lead and mentor a team of planning professionals working on high-profile land use planning projects, while ensuring the efficient processing of planning applications (statutory and regulatory amendments, subdivisions, endorsements). This team is responsible for planning analytics, policy analysis, monitoring land development trends, and mapping.

The key responsibilities will include:

- Supervising the Planning Team, overseeing work plans, providing staff guidance and mentorship, and supporting projects.
- Ensuring that the Planning Branch's work plan adheres to timelines and regulations.
- Developing statutory and regulatory plans, amendments, guidelines, policies, and procedures that align with overarching legislation.
- Providing expert urban planning input to the branch, department, internal committees, Executive Leadership, and Council.
- Representing the City of St. Albert on external and regional committees.

QUALIFICATIONS

- A degree in Urban Planning or a related field. A Masters degree is an asset.
- Minimum of seven years of progressive experience in the planning and development field. Experience in a municipal context is an asset.
- Minimum one year of supervisory experience.
- APPI Regulated members preferred.

- Demonstrated track record of successful outcomes.
- Ability to develop and maintain relationships with internal City stakeholders and external stakeholders within the land development industry.
- Understanding of planning legislation and the associated framework within Alberta.
- Experience in public participation.
- Proven political acumen.

COMPENSATION

\$118,618.00 - \$143,918.00 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

HOURS OF WORK

This position follows a compressed bi-weekly schedule, working 72 hours over a two-week period (Monday to Friday, 8:00 AM – 5:00 PM), with a regular day off (RDO) every second week. Occasional additional and evening hours are required to accommodate meetings and public hearings.

FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check. The successful candidate will be required to provide proof of educational and professional credentials. A valid Class 5 Drivers License and a personal vehicle for work use is required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site

www.stalbert.ca/employment

CLOSING DATE

September 25, 2024

We appreciate the interest and effort of all applicants in applying for this position. Please note that only candidates selected for an interview will be contacted.