



# CHESTERMERE

## CITY OF CHESTERMERE Job Description

<b>Position Title:</b>	Senior Planner
<b>Department:</b>	Community Growth & Infrastructure
<b>Reports to:</b>	Manager of Infrastructure

### Position Summary:

As a member of the Community Growth and Infrastructure team, the Senior Planner provides professional expertise regarding current development, long-range planning and project work in support of the City's overall operations and growth. This includes, but is not limited to, analyzing, conducting and coordinating current operations projects including statutory and non-statutory plans, subdivisions and development permit permits applications, against appropriate principles, regulations and policies; participating in intermunicipal planning processes; implementation and continuous improvement of the City's statutory planning framework; and providing planning advice to staff, developers, the general public and Council.

### Key Accountabilities:

- **Policy Development:** Lead or contribute to the development, review, and implementation of municipal planning policies, including statutory and non-statutory documents, land use and development guidelines and processes, in alignment with provincial legislation and municipal objectives.
- **Development Permit Review:** Oversee the review and processing of development permit applications, ensuring compliance with municipal bylaws, regulations, and planning principles.
- **Subdivision Review:** Oversee the review and processing of subdivision applications, ensuring compliance with municipal bylaws, regulations, and planning principles.
- **Community Engagement:** Facilitate public consultation processes, engage with stakeholders, and gather community input on planning initiatives and development proposals.
- **Land Use Planning:** Conduct land use analysis, site assessments, and feasibility studies to inform decision-making on land development, redevelopment, and infrastructure projects.
- **Development Assessment:** Evaluate proposed developments, subdivisions, and land use changes for their impact on the community, environment, and infrastructure, providing recommendations to municipal decision-makers.
- **Project Management:** Manage planning projects from initiation to completion, including defining project scopes, timelines, budgets, and resource allocation, while ensuring quality and compliance with regulatory requirements.
- **Interdepartmental Collaboration:** Collaborate with internal departments such as engineering, transportation, environmental services, parks and economic development to integrate planning considerations into broader municipal initiatives and projects.

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- Policy Interpretation and Enforcement: Interpret municipal bylaws, policies, and regulations for developers, property owners, and other stakeholders, and enforce compliance through inspections, enforcement actions, and legal proceedings when necessary.
- Professional Development: Stay abreast of current planning trends, best practices, and legislative changes, and pursue ongoing professional development opportunities to enhance knowledge and skills in urban planning, sustainability, and community development.
- Technical Expertise: Provide technical expertise and guidance on planning-related matters to municipal staff, council members, advisory committees, and the public, serving as a subject matter expert on planning issues and processes.
- Maintains confidentiality and security of information related to the City; uses confidential information appropriately and responsibly.
- Ensures a safe and healthy work environment for staff, visitors, the community and stakeholders, e.g., participates in workplace safety initiatives, participates in formal and informal worksite safety and environment inspections and audits, ensures compliance with the City's Health and Safety Management System, reports and assists in the analysis of near misses or incidents.
- Participates as a member of the Chestermere Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster.

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.*

#### **Required Education and Experience:**

- Degree in Planning or a related discipline.
- 10 years of progressively responsible experience related municipal land use planning, including land development in a municipal environment.

#### **Required Certifications and/or Documentation:**

- Full membership in the Canadian Institute of Planners (MCIP) and/or Alberta Professional Planners Institute (APPI); Registered Planning Professional Designation (RPP).
- Valid Class 5 Alberta Driver's Licence and Drive's Abstract deemed satisfactory by the City.
- Criminal Record Check deemed satisfactory by the City.

#### **Expected Skills and Attributes:**

- Strategic, analytical and creative thinking skills; ability to solve problems, make decisions, negotiate and deal effectively with people in difficult situations.
- Comprehensive knowledge of governance issues, e.g., policy development and interpretation.
- Excellent communication skills, both written and verbal; ability to maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with Council, staff, the public and other stakeholders.
- Proven leadership and workflow coordination capability; ability to motivate staff towards constant improvement and encourage staff to make recommendations.
- Ability to act as an advocate, balancing the needs of staff and stakeholders with the needs of the City.
- Business acumen, including basic budget management skills, grant or contract management skills; ability to make effective decisions that are well-informed and reflect the input gathered from stakeholders.

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- Strong work ethic and highly motivated; ability to work in a fast-paced environment and respond to action requests and competing deadlines in a timely matter.
- Proficiency with MS Office (Word, Excel, PowerPoint, and Outlook).

**Working Conditions:**

- When in the office, normal office conditions; long periods of sitting, reading, and concentration.
- When working from home, must have available workspace.
- May be required to attend evening Council, Committee and community meetings.

**Union: CUPE Local 37**

Position Type: Full Time  
Location: City Hall

Compensation: Pay Grade will be determined by position placement.  
Pay: \$115,000 per year (you'll find the detailed information in Appendix A of the draft collective agreement)  
Days of Work: Monday to Friday

Apply Today:

Interested candidates are encouraged to submit their cover letter and resume with subject line: Senior Planner FirstName LastName.

Apply by Tuesday September 3, 2024, at 4:00 p.m.

City of Chestermere

105 Marina Road, Chestermere, Alberta, T1X 1V7

Email: [jobs@chestermere.ca](mailto:jobs@chestermere.ca)

Note: The City appreciates receiving resumes from all qualified individuals, however only those applicants who are short-listed for an interview will be contacted. No phone calls, please.