



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## Career Opportunity

### Community Planner

#### Engineering and Development Services

#### Big things are happening in the City of Cranbrook, the Basecamp of the Kootenays!

Affordable living with a mix of small-town culture and big city amenities in the heart of the Rocky Mountains, the City of Cranbrook is experiencing a time of great growth and great change. We are seeking to add enthusiastic and capable professionals to our team that will be at the leading edge of many challenging and exciting opportunities. New initiatives including Official Community Plan, Downtown Revitalization Master Plan, Active Transportation Plan, Tourism Master Plan, and Infrastructure Master Plans have set the stage for decades of unique projects that can define your career.

**The City of Cranbrook is looking for a talented planning professional to join our Engineering and Development Services team. We want to invest in your career so you can invest and play in our community, so grab your gear and Choose Cranbrook.**

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
23-33	Exempt	Full-time	35-hour work week

#### POSITION SUMMARY

Under the direction of the Manager of Planning, the responsibilities of the Community Planners will include processing of current planning applications, as well as supporting implementation of our long-term land use planning and community vibrancy initiatives. This includes analysis of development proposals, meeting with clients and ensuring the proposals and applications meet the requirements of current bylaws and related objectives of the Municipality. Ideally, applicants will have experience/exposure working in a local government setting, knowledge of the Local Government Act, and other related legislation, and be skilled in the preparation and presentation of reports and submissions

#### BENEFITS

This position offers a competitive compensation and benefits package, which includes:

- Three (3) weeks of vacation to start, in addition to statutory days off throughout the year
- Twelve (12) days available for sick leave
- Flexible work week
- Performance-based salary progression
- Extended health, dental and vision coverage as well as critical illness and more
- A Wellness Allowance
- Employee assistance program
- Employer matching pension plan through Municipal Pension Plan (MPP)
- Continued support for your professional development and growth

## **KEY RESPONSIBILITIES**

- Review, evaluate and process current planning applications such as Official Community Plan and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Temporary Use Permits, Referrals.)
- Prepare and present reports to Council and Committees.
- Supports in the preparation and implementation of long-range planning projects and community plans.
- Assists with implementation of community vibrancy initiatives including Downtown Revitalization, Active Transportation, Tourism, and Economic Development.
- Supports Approving Officer functions and assists with the review of all subdivision applications and drafts Preliminary Layout Approval documents as required.
- Prepares and/or reviews bylaws, agreements, policies and procedures as it applies to the functions of the Engineering & Development Services Department.
- Assists in preparation of reports for Senior Management and for Council consideration.
- Has a good understanding of the Local Government Act and Community Charter and remains abreast of legislative changes which may impact current or established projects, City policies and procedures.
- Maintains liaison with a variety of internal and external stakeholders and clients and provides advice, direction and assistance within established City policy and guidelines.
- Respond to inquiries and provides information and assistance to developers, contractors, consultants, business officials, and the public on matters or issues related to the Engineering & Development Services Department.

## **ESSENTIAL QUALIFICATIONS**

### **EDUCATION**

- University Degree in a planning related field, or equivalent combination of education and experience

### **LICENSES / CERTIFICATES**

- Valid Class five (5) Driver's Licence.
- Membership or eligible for membership in the Canadian Institute of Planners

### **EXPERIENCE**

- Three to five (3-5) years' experience working in a local government setting
- Progressively responsible professional planning experience with an emphasis on development and policy planning

### **SPECIFIC SKILLS**

- Thorough knowledge of the principles, practices and objectives of municipal planning.
- Thorough knowledge of Local Government Act, related planning legislation, planning policies, bylaws and regulatory requirements.
- Excellent knowledge of and experience with a wide range of public consultation and facilitation methods.
- Outstanding interpersonal, written and verbal communication skills.
- Strong commitment to teamwork.
- Knowledge of current trends and developments in the area of work assigned.
- Ability to deal tactfully on political issues and present professional recommendations and advice for committee and Council consideration.
- Ability to understand and respond to legal opinions and government policy documents.
- Skill in preparing and presenting comprehensive plans, reports and submissions.
- Proficient with Microsoft Office Suite, primarily Word, Excel and PowerPoint.

## **SPECIAL REQUIREMENTS**

- Planning experience in British Columbia local government setting.
- Knowledge and experience in the use of computer based graphic mapping programs (Autodesk, AutoCAD Map and ESRI ArcGIS software along with a broad general knowledge of information technology systems and database programming techniques.)
- Criminal Record Check.

**CLOSING DATE**      **Wednesday, June 14, 2023**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources**

**City of Cranbrook**

**40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*

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## **Diversity, Equity, and Inclusion**

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15