

**COMMUNITY PLANNER
ENGINEERING AND DEVELOPMENT SERVICES**

Full-time
(Competition #22-19)

The City of Cranbrook is located in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, in close proximity to Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay with a trading base of approximately 70,000. Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Reporting to the Director of Engineering and Development Services, the responsibilities of the Community Planners will include corporate research and development; analysis of proposals, such as, development permits, zoning and land use changes and ensuring that proposals 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.

Our ideal candidate must be a results oriented team player who thrives in a fast-paced environment with exposure and/or experience consulting with the public, committees and Council and possessing a solid knowledge of planning principles, practices and objectives of municipal planning.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

Required Qualifications and Experience:

- University degree in Planning or other related discipline
- Membership or eligible for membership in the Canadian Institute of Planners
- Minimum of five years' experience working in a local government setting
- Progressively responsible professional planning experience with an emphasis on development and policy planning
- 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

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- 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
- Valid Class 5 BC Driver's Licence
- Clean Background Check

Preferred Qualifications

- Planning experience in British Columbia
- 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)

Interested applicants are requested to submit a resume and cover letter before **4:00 pm Mountain Time on July 4, 2022** to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: human.resources@cranbrook.ca (*Submissions in Word or .pdf format only*)

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for an interview will be contacted.