



Planner III

DEFINITION

The Planner III is both a supervisor and a subject matter expert in urban and economic planning, responsible for a broad scope of work performed in a variety of professional programs, including complex urban policy and strategy development, program design, land use planning data analysis and stewardship, and working with complex developers.

This classification level depends significantly on the ongoing breadth and complexity of work assignments and the level of partners the position interacts with on an ongoing basis. Employees of this class are responsible for the initiation, development, resolution, and completion of complex and time-consuming files and programs, and policies and strategies. Work at this level typically requires significant consultation with external private and government organizations, other municipalities, the public, and provincial and federal representatives on behalf of the City's interests.

Work of this class is distinguished from the Planner II in that incumbents are expected to work as a senior specialist in an urban planning program or function, while also supervising a team of professional planners, planning technicians, and other support staff. The Planner III is expected to supervise a team of staff on a permanent basis. A consistent element is the expectation that decisions made by this position align with The City Plan, District Plans, and Council Policy. The position exercises a very high degree of independent judgment in determining the section's work methods, procedures, and practices.

TYPICAL DUTIES *

Perform specialized planning work in the fields of land use planning, economic planning, development planning, land use control, transportation and community planning, policy development, urban design, heritage conservation, socio-economic forecasting, trend analysis, urban economics and information systems, and parks and recreation facility planning.

Responsible for supervising, mentoring, and improving the performance of planning professionals and associated staff. This includes assisting with training, and staff retention. Oversee performance concerns, including attendance, management, and issue informal counselling.

Oversee the professional recommendations that take into account a broad range of interests including City policy, the community, development industry and various Utility Agencies and internal Departments

Actively contribute to corporate level programs involving land use, transportation, open space, and other infrastructure systems, growth coordination, economic, and community development.

Advise and provide recommendations on emerging development, land use, fiscal, economic,



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environmental and social issues that will impact City policy, operations and planning initiatives.

Responsible for overseeing rezoning, plan amendments, and other land use bylaw applications and attending the public engagement activities.

Perform advanced project management functions to manage multiple complex long term high profile interdisciplinary policy and regulatory projects with interrelated deliverables and within tight timelines

Manage major projects related to statutory plans, land use, and development policy plans that will influence the decision-making of the various partners; accountable for internal project teams and manage multiple external contractors/consultants responsible for key project deliverables.

Apply strategic and critical thinking to identify gaps in the regulatory and policy framework; explore solutions from an interdisciplinary lens while considering alignment with the long term corporate strategies and Council's strategic plan

Provide expert planning advice and work with key partners (internal and external) to resolve issues and improve levels of service.

Prepare and present information and recommendations to City Council and the Senior Leadership for Edmonton's development and redevelopment plans, plan amendments, zoning, policies, and strategies, etc.

Act as a lead department representative at Council and Committee Meetings, as well as Public Engagement sessions, as well as represent the City with inquiries from the media, Edmontonians.

Responsible for overseeing land use, population, and housing monitoring and analysis activities including data stewardship and governance.

Develop work plans and programs to support City goals and future plans

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated ability to plan, prioritize, assign, and direct the work of staff; effectively supervise the daily ongoing activities of a professional workforce, including performance monitoring, and attendance management.

Demonstrated knowledge and skills in hiring, supervising, and mentoring; including training, staff retention, time approval, and addressing performance issues.

Ability to make sound decisions with an understanding of budgetary and political implications and associated trade offs.

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Ability to critically analyze issues to make decisions, recommend viable and effective solutions and summarize and manage information

Considerable knowledge of applicable standards and regulations pertaining to planning; including relevant building codes, legislation, regulations, rezoning, plan amendments, and other land use bylaw applications

Consulting and conflict resolution skills including ability to handle and address controversial situations

Adaptability to manage changing priorities, complex information and issues in a timely manner

Demonstrate sensitivity to the political environment and possess strong political acumen to manage those sensitivities

Significant knowledge of the practices and objectives of the City as well as regional planning issues related to the project or area of specialization.

Knowledge of and have demonstrated understanding of the inter-relationships among project activities in various disciplines.

Significant knowledge of planning legislation and regulatory requirements, including ability to effectively exercise discretion and independence in the interpretation and application of requirements.

Ability to represent the City of Edmonton in a professional, honest, respectful and safe manner.

Demonstrated significant knowledge of urban design, land use planning and control and/or other identified areas of specialization.

Ability to establish and maintain effective working relations as necessitated by work assignments, including ability to analyze and resolve areas of conflict as appropriate to this position.

Strong verbal communicator with the ability to analyze and communicate complex ideas to diverse audiences, including the delivery of formal and informal presentations to all levels of management.

Strong written communicator capable of developing a wide range of comprehensive plans, written documents, visual presentations, reports and submissions, ranging from technical to general.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Bachelor's degree in Urban Planning or a degree related to the functions specific to the position. Six (6) years' progressively responsible related experience with a minimum of two (2) years of progressively responsible supervisory or leadership experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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