



Job Posting

Centrally located on the Yellowhead Highway (No. 16) between Lloydminster and Saskatoon, the Town of Battleford is a progressive agricultural service centre with a manufacturing sector and an ample supply of commercial and residential lots available for development. The majority of the Town's population is comprised of professionals and young families who enjoy a clean, safe and friendly environment along with affordable housing, taxes and utility services.

The Town of Battleford is working with numerous partners to grow the Town. As a result, a Community Planner is needed to ensure orderly growth and effective customer service. The opportunities the Town is managing provide an excellent career opportunity. Not only will the successful candidate be working on new developments, but they will also be contributing to the revitalization of the historic downtown and sites.

The Town of Battleford is looking to fill the position of Community Planner, who, under the direction of the CAO, will primarily be responsible to respond to applications and requests for services submitted by developers, businesses and residents. This position will assist in planning, organizing, coordinating, and implementing various operational and administrative programs. This role will also assist in the preparation of new Town Bylaws and the revision of existing ordinances. The Community Planner must possess the following:

- degree or diploma in a field appropriate to the position
- certifications or licences appropriate to industry

The Town of Battleford offers competitive compensation and career advancement opportunities.

Qualified applicants should contact John at: john@battleford.ca

The competition closes January 31st.



Job Title	Reports To	Department
Community Planner	CAO	Planning & Development

Community Planner

Reports To

CAO

Job Summary

The Town of Battleford is working with numerous partners to grow the Town. As a result, a Community Planner is needed to ensure orderly growth and effective customer service. The opportunities the Town is managing provide an excellent career opportunity. Not only will the successful candidate be working on new developments, but they will also be contributing to the revitalization of the historic downtown.

The Community Planner, under the direction of the CAO, will primarily be responsible to respond to applications and requests for services submitted by developers, businesses, and residents. This position will assist in planning, organizing, coordinating, and implementing various bylaws and administrative programs. This role will also assist in the preparation of new Town Bylaws and the revision of existing bylaws. Included in with workload is working to revitalize the historic downtown. The Community Planner must have a degree or diploma in a field appropriate to the position.

Competencies

- Attention to Detail
- Client/Customer Focus
- Cultural Sensitivity
- Organization
- Problem Solving
- Professionalism
- Teamwork

Job Duties

- Respond to applications and requests for services submitted by developers, businesses, and residents
- Assist in planning, organizing, coordinating, and implementing various bylaws, and administrative programs
- Assist in the preparation of new Town Bylaws and the revision of existing ordinances
- Research topics which are concerns to the municipality and create action recommendations
- Develop and maintain constructive working relationships with both internal and external stakeholders, including Council, senior staff, management, employees, and business and community partners
- Anticipate Battleford's needs and create bylaws and programs to address them
- Advise the Town Council, CAO, citizen groups, individuals, contractors, and others on departmental and community issues
- Answer external and internal phone calls and transfer calls to the appropriate departments
- Act as technical consultant for planning and development



- Perform responsibilities of the position within the legislative and regulatory standards set out in the applicable federal, provincial, and municipal legislation
- Concisely explain strategic initiatives and relevant technical details of complex issues to Town Council, colleagues, and other stakeholders
- Inform the public of the value of the OCP, Zoning Bylaws, and services provided by the municipality by creating effective public relations programs to differentiate and promote the municipality
- Represent the department and the Town in meetings with Town Council, members of various boards and commissions, various government agencies, and various private and public organizations
- Participate in professional development activities to improve knowledge and skills
- Maintain a high level of cultural sensitivity
- Maintain a professional appearance, demeanour, and attitude at all times
- Other duties as required including website updates, communications, and more.

Job Requirements

- Degree or diploma in a field appropriate to the position
- Certifications or licenses appropriate to industry
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to prioritize and manage conflicting demands
- High level of integrity and work ethic
- Demonstrated ability to be fiscally responsible and suggest cost-saving measures

Work Conditions

- Interaction with constituents and the public at large
- May have to work beyond normal regular work hours such as Council and public meetings
- Operation of desktop computer and peripherals
- Extended periods of sitting
- Working in a busy office environment with frequent interruptions