



Prince Edward Island

*Small city. Big opportunity!*

## **Planning Officer** (Full-time/Permanent)

**Do you have experience with and a passion for municipal planning!** The City of Summerside is accepting applications for a Planning Officer who will be responsible for the development and maintenance of the City Plan, as well as development of related bylaws and land use policies. This is a highly responsible position, providing professional planning services and involves considerable interaction with elected officials, municipal employees and other levels of government and the public, facilitating development within the City. This position is a full-time permanent position working 40 hours per week (Monday-Friday 8:00am-4:30pm). The City provides a superior work environment and offers a competitive benefits package, including a pension plan, comprehensive medical/dental coverage, 100% employer paid mental health supports for employees and their family (EFAP) and three (3) weeks of vacation to start.

### **Duties:**

- Prepare the official City Plan and associated land use bylaws;
- Administer and maintain the land use bylaws and to facilitate development within the City;
- Provide technical assistance to the Development Officer in the enforcement of the land use bylaws;
- Assist with the development and administration of a GIS for the City;
- Prepare reports for and attend meetings of City Council, committees, and other organizations as directed by the Director of Technical Services;
- Perform community and economic development studies and strategies;
- Prepare land use plans and studies;
- Provide technical assistance to other City departments;
- Other related duties, responsibilities, and functions as may be assigned by the Director of Technical Services.

### **Minimum Qualifications:**

- A bachelor's degree in urban planning from a recognized university or technical institute OR an equivalent combination of education along with planning and/or development control experience may be considered;
- A minimum of three (3) years of experience as a land use planner in a municipal environment;
- Eligible for membership in the Atlantic Planners Institute and/or the Canadian Institute of Planners;
- Must have a valid driver's license
- Bilingualism is an asset

### **Experience:**

- Extensive knowledge of land use planning and bylaw implementation
- Ability to use ArcView and Microsoft Office suite of products.
- Ability to analyze a variety of technical problems, to make recommendations as to their solution, and to prepare working procedures
- Ability to express ideas clearly and effectively, both orally and in writing
- Ability to develop and maintain effective working relationships with municipal officials and employees, other levels of government, and the public

**Annual Salary:** \$95,654 – \$101,709

**Hours:** 40 hours per week

**Closing Date:** Thursday, November 21, 2024, at 1:00pm

Resume submissions should be clearly marked "**Planning Officer**" and emailed to the Human Resources Department at: [jobs@summerside.ca](mailto:jobs@summerside.ca) . Please note that only those selected for an interview will be contacted.