

Planning & Development Coordinator

Date: Jan. 24, 2019

Location: Weyburn City Hall – Planning & Development Department

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately 105 employees, increasing to over 130 during summer months. The City of Weyburn is offering an opportunity to work at City Hall in the Planning and Development Department as a **Planning and Development Coordinator**. As we continue to grow and prosper as a community, we seek a motivated and innovative employee to join our team!

Responsibilities:

- Act as the liaison to internal and external stakeholders and provides direction for the development and facilitation of strategies and initiatives on all matters relevant to the City of Weyburn's development, land use, building and housing policies and activities;
- Oversee and directs the development and implementation of comprehensive land use plans, tax incentive policies, and programs to encourage housing and land use development;
- Initiates strategic and business planning processes, action plans, accountability frameworks, and performance reporting systems;
- Ensuring proper legislative procedures are followed in reviewing development applications, zoning amendments, amendments to the statutory planning framework, subdivision applications and appeals;
- Advise and consults with Council on matters of public and corporate policy/strategy; and
- Performing other related duties as required.

Minimum Qualifications:

- Post-secondary degree in planning (or related field) recognized by the Canadian Institute of Planners;
- Minimum three years' experience;
- Knowledge of current standards, policies, procedures, legislation and trends affecting municipal planning and land use;
- Knowledge of the functions, principles, policies and governance structure of municipal government;
- Valid Class 5 Driver's License;
- Ability to communicate effectively, orally and in writing;
- Ability to utilize related business, computer and mapping software.

Additional Information:

- **Job Status** – Full time
- **Classification** – Out of Scope
- **Application Deadline** – The position will remain open until a suitable candidate is found.

To Apply:

Please submit your resumes and cover letters directly to Brittaney Hutt, Human Resources Manager at careers@weyburn.ca or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.