

PLANNER ANALYST Temporary Full Time (up to 2 years)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We seek a highly motivated and skilled Professional Planning Analyst to join our Parks Recreation Culture Facility Department. This role involves conducting in-depth planning policy analysis and related studies under the direction of a supervisor, but also in close collaboration with other team members. The successful candidate will assemble, research, analyze, and interpret various data relevant to planning and design programs and projects. They will prepare reports and recommendations for review, represent the Department at internal and external meetings, and establish and maintain liaison with various internal and external contacts, fostering a strong sense of teamwork and shared responsibility.

The role offers a unique opportunity for the Professional Planning Analyst to exercise conducting research, reviewing policy, writing memos and reports, and make recommendation. The successful candidate reviews existing policies and servicing strategy and make recommendations on new policy direction. This role supports project work by developing graphics, coordinates meetings, prepares agendas and takes meeting notes.

Key Responsibilities:

- Assemble, research, analyze, and interpret various data for programs and projects.
- Prepare clear and concise reports and recommendations for supervisor review.
- Establish effective working relationships with municipal staff, professionals, and external contacts.
- Prepare policy and implementation strategy recommendations and regulatory changes under direction.
- Ensure technical adequacy and conformance to established procedures and policies.
- Highly organized with an ability to maintain and manage accurate records.
- Knowledge of municipal approval processes, including policy writing, land development and environmental protection tools
- Ability to work both collaboratively and independently with little supervision.
- Demonstrated proficiency in compiling data and writing reports, guidelines and policies.
- Experience with work in interdisciplinary project teams.
- Understanding and communicating complex ideas.
- Ability to act in a coordinating capacity internally.

Minimum Qualifications

- Considerable knowledge of standard research, statistical, and analytical principles, practices, procedures, methods, and techniques.
- Ability to collect, analyze, interpret statistical and narrative data, and prepare clear and concise reports and recommendations.
- Excellent knowledge of Adobe programs and ability to produce drawings, and graphics.
- Valid Driver's License for the Province of British Columbia.
- Eligibility for provisional or full membership in the Canadian Institute of Planners/Planning Institute of British Columbia, BCSLA, or AIBC

Desirable Training and Experience:

- Completion of a university degree in planning, landscape architecture, architecture, or a related discipline;
- Minimum 2 years of experience in a similar position;
- Municipal experience is an asset.



Join our team and contribute to shaping the future of our parks and recreation through thoughtful and innovative planning and design practices!

What We Offer:

This CUPE position has an hourly rate range of \$46.06 - \$54.43. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports). Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on June 25, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.