

## Job Information

Job title	<b>Planning Analyst</b>	Job Code: PLANAN	Pay Grade: P
Title of immediate supervisor	Senior Planner		
Department/Division	Planning		
Prepared by	Cam Scott & Pam Hartling		
Date Created	Mar 21, 2022	Revised date	

## Job Purpose

Performs technical and professional planning work and participates in the activities of the municipal planning program.

## Duties and Responsibilities

- Researches, analyses and produces studies, reports and recommendations related to a variety of policy issues, housing initiatives and development applications.
- Manages smaller-scale projects, developing associated work plans and community engagement processes and adhering to timelines and budgets.
- Undertakes housing and land use analysis, examining development scenarios, including through site analysis and modelling.
- Performs a variety of GIS analysis.
- Conducts research and analysis related to special studies and applications and drafts Council reports for senior staff as required.
- Prepares presentation materials, graphics, statistical analysis and mapping for planning reports, presentations and projects.
- Analyses statistical information relating to land use, development, housing, demographics and other areas.
- Manages and manipulates large data sets to produce reports, charts and graphics using Excel and database programs.
- Assists in the design and delivery of public engagement events, including public open houses, workshops, and other events.
- Answers general telephone and counter enquiries.
- Performs other related duties as required.

## Qualifications

- Master's Degree in planning or a related discipline such as geography, architecture or landscape architecture.
- Two years of planning experience, preferably in a municipal planning context.
- Experience with GIS and design programs, such as Illustrator, InDesign, Photoshop and 3-D modeling software.
- An equivalent combination of education and experience may be considered.

## Physical Requirements

No physical activity required.

## Working Conditions

Works in an office environment.