



Town of High River
Invites applications for a
Permanent, Full-time
Planning & Development Technician
\$33.27 to \$36.00 per hour

At the Town of High River, people come first. We are looking for a *Planning & Development Technician* to join our organization and contribute to our culture focused on accountability, connection, and excellence.

The Community

High River provides the warmth and familiarity of a small town, featuring countless outdoor trails and parks that await your next adventure. Our downtown offers a variety of unique stores and businesses who take pride in fostering connection in our community. High River is a people-first community where families put down roots for generations. Nestled within Foothills County with the Rocky Mountains framing the view to your west, our community of 14,000 is rooted in people and promotes an environment to help you build lasting relationships.

The Organization

Through the dedication and passion of our 150 employees, we deliver important services to the community. Our purpose, or why we do what we do, is because we want to make a difference in our community now and for generations to come (our 'why'). To achieve this, we inspire and respect one another, we can be counted on, we are better together, and we dare to be different (our 'how').

We've embarked on a workplace culture journey that has enhanced our commitment to people; both our employees and the community we serve. We have identified three pillars to achieve our workplace culture: **Accountable, Connected, Excellence (ACE)**.

The Role

This position is responsible for providing technical support to the administration of the Planning division. This is accomplished by receiving, documenting, and ensuring completeness of: rezoning, subdivision, development permit, compliance certificates, change of use/intensification and home occupation applications. This position is also responsible for issuing planning compliance certificates and minor development permits in accordance with the Town's Land Use Bylaw and other related statutory regulations. In addition, this position will produce illustrations such as maps, tables, charts, photographs, using drafting/graphic/photographic software to support and enhance reports and staff presentations for Town Council, perform planning tasks such as site inventories, location analysis, research and report writing for various types of planning studies and development applications. The Technician provides support to planners and excellent customer service to inquiries from both internal and external stakeholders related to these planning functions within the Town.

The right candidate will have a post-secondary certificate in applied Land Use Planning and three (3) years of related working experience or post-secondary degree or diploma in a related field and one (1) to two (2) years of related working experience. Basic knowledge about local government and an understanding applicable legislation and regulatory requirements in Alberta is needed to successfully perform in this role. Strong written and verbal communication skills with the ability to build positive relationships/ partnerships with team members and both internal and external customers is very important in providing excellent customer service to our customers.

Consent to disclosure of a Criminal Record Check with Vulnerable Sector is required.

The Town of High River has implemented a **Mandatory Vaccination Policy** requiring all new employees to be fully vaccinated against COVID-19 as a condition of employment. Exemptions are available for those who cannot be fully



vaccinated on the basis of a protected legal ground (i.e., medical, religious). The successful candidate will be asked to provide proof of vaccination or request an exemption as part of the recruitment process.

To explore this career opportunity please visit our website at www.highriver.ca, and click on our *Careers Page*. **This posting will be open until a suitable candidate is found. The first review of applications will take place on February 15, 2022.**

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