



Competition Number: EDSOM-202202

Planner

Temporary, Full-time (one year)

The Town of Edson prides itself on what it offers its residents and businesses today but is striving to be a community that is well-positioned to meet future demands. Responsible, sound, and sustainable planning and development processes are paramount to achieving this goal. If you are interested in taking the Infrastructure & Planning Department to the next step, then our current temporary, full-time vacancy of Planner may be the perfect fit for you.

In the position of Planner, you will report to the General Manager, Infrastructure & Planning, and be responsible for facilitating the development of the new Land Use Bylaw, as well as providing support to the daily Planning processes. You have a Master's degree or undergraduate degree in land use planning or equivalent and also have experience and working knowledge of the MGA.

If you are interested in joining our Team and contributing to planning the future direction of our community, please submit your cover letter c/w resume **quoting the Competition #EDSOM-202202 by 4:00 pm February 25, 2022** to:

Human Resources

Town of Edson

PO Box 6300, Edson, AB T7E 1T7

Email: humanresources@edson.ca

Visit our website at: <https://www.edson.ca/town/employment>

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



Planner Job Description

General

Reporting to the General Manager of Infrastructure & Planning, the Planner is responsible for facilitating the development of a new Land Use Bylaw, as well as supporting day-to-day Planning processes. The department regulates land use and development throughout the municipality to encourage economic growth and investment, maintain community/neighbourhood cohesion, mitigate land use conflicts, and promote quality of place. It also houses the Town's GIS and webmap program. Frequent interactions are necessary with the Land Use Bylaw project consultant, residents, developers, businesses, and other Town staff.

Primary Responsibilities

Operations

- Support the development of a new Land Use Bylaw working with the Town's consultant, as well as internal and external stakeholders.
- Process subdivision applications.
- Process Land Use Bylaw amendment applications.
- Process statutory plan amendment applications.
- Liaise with internal and external stakeholders throughout the Land Use Bylaw development, subdivision, and development processes.
- Understand and comply with the Municipal Government Act and other provincial legislation, Town Bylaws, contracts, and policies.
- Provide support with regards to planning best practices and Municipal Government Act compliance. Research and provide recommendations for alignment with best practices and emerging trends.
- Respond appropriately to complaints.
- Attend and present at Council, Committee, SDAB, or external agency meetings as required. Ensure reports and recommendations are well researched, accurate, and comprehensive.
- Perform additional related duties as assigned by the CAO or General Manager of Infrastructure and Planning.

Health and Safety

- Comply with all Town policies, work procedures, rules, safety instructions, and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Participate in workplace safety initiatives, including inspections, and audits.
- Report all incidents, including near misses, to appropriate personnel.



Qualifications

Skills and Characteristics

- Knowledge of the principles, practices, and processes involved in community planning.
- Understanding of the Municipal Government Act and related statutes, regulations, and case law, in their applicability to land use planning.
- Demonstrated effectiveness in developing strong relationships with external stakeholders (businesses, community groups, and residents) and internal stakeholders (co-workers, management, and Council) and interact in a manner that builds trust, credibility, and rapport.
- Demonstrated effectiveness in developing a strong working relationship with an external consultant to initiate and complete a project on-time and on-budget.
- Creativity and innovativeness – the ability to adapt to new circumstances and constrained resources.
- The ability to handle conflicting interests tactfully from an approach based in evidence-based decision making.
- Advanced organizational skills – the ability to handle a variety of complex projects and tasks with competing priorities and strict deadlines.
- Strong project management with well-developed research, analysis, and reporting skills.
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Education, Experience, and Credentials

- Post-secondary degree in land use planning or a related discipline.
- Registered Professional Planner (RPP) considered an asset.
- A minimum of two years of related work experience. Experience must include having
 - Processing development permits,
 - Processing subdivision applications,
 - Processing Land Use Bylaw amendments, and
 - Processing Statutory Plan amendments.
- A valid Class 5 vehicle operator's license with a clean driving record.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible.

Annual Salary range: \$77,500 - \$92,500