



Position Description

Position Title: Planning & Development Services Technician
Position Reports To: Manager of Planning and Development Services
Job ID: 22-13

Position Summary:

The Planning & Development Technician provides technical assistance and information to support Wheatland County's overall strategic goals. This entry-level professional position is responsible for providing technical and administrative support related to the Planning and Development business unit for the Planning and Development Services department, to all County staff and members of the public. The Planning & Development Technician completes file research, prepares technical reports, and assists with research and planning studies.

Key Responsibilities:

- Responds to verbal and written inquiries from the public, developers, builders, and internal departments.
- Provides accurate information on bylaws and application processes.
- Receives planning and development applications, payments, and advises applicants on the proper completion of development applications.
- Receives and processes development permits, as assigned.
- Prepares caveats and caveat discharges.
- Monitors the various deadlines for development permits, enforcement files, subdivision endorsements, etc.
- Assists with reports for development appeals.
- Assists with preparing circulations, letters of transmittal (decisions), file expiration notices, etc.
- Researches and compiles information on a variety of planning issues.
- Prepares maps, PowerPoint presentations, and other public engagement materials.

- Prepares monthly statistical reports for Federal, Provincial, and Municipal government agencies, and the general public.
- Ensure adherence to all applicable Wheatland County policies and bylaws.
- Ensure compliance with OH&S legislation, including attendance at safety meetings, being properly trained in OH&S related topics (e.g., Emergency Management training and exercises), and ensuring work is completed in a safe manner.
- Appropriately, and in a timely manner complete administrative tasks when required.
- Relate to and communicate with co-workers, management, customers, and vendors sincerely, clearly, tactfully, promptly, and courteously; respond to inquiries and complaints promptly and professionally.
- Perform tasks, consistent with the position, including special projects / assignments, as may be required on an ad hoc basis.

Qualifications:

- Post-Secondary Degree related to Planning (Canadian Institute of Planners accredited degree preferred)
- Local government development experience; knowledge of municipal legislation and relevant statutes
- Geographic Information Systems (GIS) knowledge
- Strong organization and time management skills
- Strong verbal and written communication skills
- High proficiency in computer programs including Word, Excel, PowerPoint, and Outlook
- Valid Class 5 Alberta drivers' license
- Ability to work with minimal supervision
- Ability to work independently and cooperatively in a team environment

Working Conditions:

- This position works a 5-day work week, Monday to Friday, with one day off in a 3-week cycle; hours of work: standard 37.5 hour work week.