

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Planner – Development Services to join our team. Reporting to the Supervisor – Development Services, this exciting opportunity provides information, assistance and advice on subdivision and development processes and assists in plan preparation and review. Through managing priorities, the Planner is a key contributor to the achievement of the department’s operational deliverables.

## **About us**

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

## **About you**

You are a team and relationship builder who promotes a safe, collaborative, professional work environment committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

Your ability to read and interpret engineering plans and specifications, statutory plans, land use, development proposals, socio-economic reports, and building and site plans is impeccable. You have strong verbal and written communications skills which enable you to communicate complex technical information to a variety of stakeholders. You are a time management genius who excels working under pressure and with numerous interruptions, and your forward-thinking, problem-solving, strategic planning and quick adaptability to change skills are second nature to you. We invite you to keep reading because we want to hear from you!

## **What you will do**

1. Acts as a Development Officer for Leduc County and assists with the investigation and analysis of development planning issues and Land Use Bylaw administration, monitoring and enforcement.
  - ▶ Reviews, evaluates and makes decisions on development permit applications, compliance certificates and variance applications, within the parameters of policy and legislation.

- ▶ Investigates complaints related to compliance and decides ensuing actions that may include the issuance of orders pursuant to the Land Use Bylaw and the *Municipal Government Act*.
2. Supports the preparation of land use and statutory plans.
  3. Provides information, planning advice and advisory support services to the public, Council, Subdivision Authority, Subdivision and Development Appeal Board, and other departments.
  4. Researches and carries out special projects, studies and reports as assigned.
  5. Reviews and processes subdivision applications and prepares and administers subdivision development agreements in accordance with design standards and applicable legislation.
  6. Assists the Senior Planner – Development Services with the delivery of public consultation and public hearing processes.
    - ▶ Prepares advertising and public notices in accordance with the statutory requirements and County policy.
  7. Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
  8. Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
  9. Performs related duties as required

## What you need to succeed

### *Must-have*

A degree in planning or a related discipline and two (2) years of experience. Must maintain or be eligible for membership in the Alberta Development Officers Association or the Canadian Institute of Planners.

Knowledge and understanding of legislation and land use bylaws related to land development in *Alberta, the Alberta Land Titles system, Municipal Government Act*, and associated regulations. The ability to deliver presentations, prepare concise reports, and review, interpret and evaluate statutory plans, land use, subdivision, and development proposals.

A valid Class 5 Alberta Driver’s license.

### *Nice to have*

Familiarity with municipal operations and knowledge of rural communities is an asset.

## What’s in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!



We offer a competitive annual salary between **\$71,155 - \$88,944**, a municipal pension plan, three-week vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The Leduc County office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered.

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

