



DIRECTOR OF PLANNING & DEVELOPMENT POSTING 2024/15

As the County of Wetaskiwin continues its commitment to revitalize and enhance its economic landscape and mission for sustainable growth and development, we are currently recruiting for a dynamic and visionary individual to lead us as the Director of Planning & Development in a permanent full-time capacity.

COUNTY OF WETASKIWIN

Located along the bustling Highway 2 corridor, the County of Wetaskiwin offers an ideal setting for ongoing and innovative development and planning initiatives. Our strategic position in central Alberta, near the Edmonton Capital Region, provides ample opportunities for leveraging our natural resources and fostering sustainable growth. We envision harnessing the potential of this location to drive forward innovative ventures that contribute to both economic prosperity and environmental stewardship. Amidst its stunning natural beauty, including picturesque lakes and diverse landscapes, the County of Wetaskiwin also holds immense tourism potential, offering visitors and residents unforgettable experiences making it the ideal location to live, work, and play.

POSITION SUMMARY

The Director of Planning & Development is responsible for the Planning & Development activities of the County in compliance with the *Municipal Government Act*, as well as County Bylaws, Policies, and relevant planning documents. As an integral member of the Senior Management Team reporting to the Assistant Chief Administrative Officer (CAO), the Director will provide critical advice and guidance to their direct supervisor, CAO, Department Heads, and Council on matters concerning Planning & Development. Additionally, you will shape the trajectory of short and long-range planning throughout the County, working closely with developers and other stakeholders to facilitate innovation and investment in traditional and ground-breaking developments.

As manager of the Planning & Development Department, the Director will provide direction, coaching and mentoring to staff, prepare and monitor budgets, hire and retain appropriate staffing resources, provide guidance for land development, and analyze and respond to community needs through the leading, planning and recommendation of Departmental Workplans to meet the Strategic & Tactical Plan as set forth by Council.

REQUIREMENTS

- University degree in Business, Public Administration, Planning, Community Economic Development, Engineering, or a related field;
- Significant experience in the Planning & Development field;
- Extensive knowledge of the *Municipal Government Act* (MGA), provincial planning and development regulations, and related statutes;
- Proven track record of successful project management and stakeholder engagement;

- Strong leadership, excellent communication, and interpersonal management skills, with the ability to inspire and influence others;
- Strategic thinker with a results-oriented mindset and a passion for driving positive change;
- A valid Class 5 Alberta Driver's License;
- Regulated Members of the Alberta Professional Planner Institute (APPI), the Canadian Institute of Planners (CIP), or Association of Professional Engineers and Geoscientists of Alberta (APEGA) is preferred and considered an asset; and
- A Knowledge of the *Safety Codes Act*, Safety Codes Council, and general Safety Code provisions is considered an asset.

RESPONSIBILITIES

- Manage and maintain all Municipal Planning Bylaws, Policies, and related application processes;
- Oversee the review of all Subdivision Applications referred by the Subdivision Authority Officer and confirm compliance of Subdivision Approvals prior to authorizing endorsement and registration;
- Oversee the preparation and enforcement of Development Agreements and other agreements as required;
- Determine and manage securities received for the completion of Development Agreements;
- Project manage and coordinate planning and land use studies for the County;
- Manage agreements and contracts related to planning and development activities such as Safety Codes, subdivision application processing, and project initiatives;
- Cultivate relationships with developers in facilitating new development and investment to the County;
- Provide leadership and guidance to the Planning & Development Team, ensuring alignment with the objectives of the organization; and
- Supervise staff, including hiring, performance appraisals, orientation, training, and disciplinary action.

JOIN OUR TEAM

If you are a visionary leader enthusiastic about short and long-range planning and development and eager to enact change, we welcome you to join our efforts in shaping the future of the County of Wetaskiwin. Our organization boasts an exceptional corporate culture, complete with a social committee that organizes numerous activities year-round. We offer a comprehensive benefits package with a health and wellness spending account, pension program, vacation plan, alongside competitive compensation, which will be determined based on your experience. Together, we can unlock the full potential of our community and build a prosperous future for generations to come.

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to bwolter@county10.ca or online at www.county.wetaskiwin.ab.ca/jobs.aspx. Please indicate "Director of Planning & Development Posting 2024/15" in the subject line of your email. **The position posting will close at 12:00 p.m. on Tuesday, May 21, 2024.**

All applications are appreciated, however, only those candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.