



## Senior Planner

### Planning & Development department

<b>Competition #</b>	HR-2019-0049
<b>Salary:</b>	\$89, 661 - \$114,803 annually plus a comprehensive benefit package 35 hours/week,
<b>Hours:</b>	Monday – Friday, 8:30 a.m. – 4:30 p.m.
<b>Term:</b>	Permanent - Full Time
<b>Position type:</b>	Management
<b>Close date:</b>	Open until a suitable candidate is found.

*At the County of Grande Prairie, we believe that our region has much to offer and that through sound planning and good policies we can create the conditions that will foster an entrepreneurial spirit and encourage sustainable agriculture, industry and other economic development and tourism pursuits as cornerstones of our prosperity now and into the future.*

We're looking for a well-rounded, experienced Senior Planner, who enjoys both urban and rural planning, and has exceptional leadership and interpersonal relationship skills. You love sharing your experience and knowledge through mentorship and have a knack for evaluating and interpreting details. If you are innovative, enjoy multitasking and can easily adapt to changing priorities, you may be the right one to join the team!

As the Senior Planner, we can offer you the opportunity to perform responsible, complex professional planning activities involving advanced planning and special projects.

#### **Duties will include:**

- Review applications for residential, commercial and industrial development; evaluate alternatives and conformance with County policies, by-laws, the Municipal Development Plan and federal / provincial laws; prepare and present staff reports to Council regarding such applications;
- Provide assistance and guidance to professional, technical and support staff including determining workloads and schedules, develop and interpret policies; provide input into staff evaluations, and participate in staffing recommendations;
- Update long-range planning documents such as the Municipal Development Plan and other assigned plans;
- Review applications for zoning variances and other occupancies for conformance to applicable by-laws and policies;
- Prepare written project analysis including identifying appropriate land use policy, design issues and environmental requirements; make recommendations for action;
- Serve as staff liaison for review boards, Municipal Planning Commission, ad hoc committees and elected officials, including the provision of technical advice and making presentations;
- Confer with and provide information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plan specifications and codes; explain codes, requirements and procedures and evaluate alternatives;
- Develop, implement and maintain public and community relations' activities related to planning and community development issues;
- Assist in the preparation of Development Agreements;
- Recruit, develop, mentor, supervise and manage performance of junior Planners;
- Receive and investigate complaints or concerns of residents related to the Department's responsibilities and ensure appropriate information is provided and/or corrective action is taken;
- Ensure all work-related information is kept confidential as per policy and in accordance with the Freedom of Information and Protection of Privacy Act. Comply with records management practices as stated in the Records Management Policy.

#### **Education and Experience:**

- Bachelor's Degree in planning recognized by the Canadian Institute of Planners;
- Five years related planning experience with at least two years' experience in a rural municipality preferred
- APPI Regulated members preferred.

The ideal candidate will be a skilled communicator, working with the team and stakeholders to ensure responsible development within the County of Grande Prairie. You will ensure the lawful and orderly development of land through compliance with the County Land Use Bylaw and the Municipal Government Act.

For more information, or to apply for this position, please visit the job opportunities page on our website at [www.countygp.ab.ca](http://www.countygp.ab.ca).