



**Planning Manager**  
Planning and Development department

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<b>Competition #:</b>	<b>HR-2022-0041</b>
<b>Employment Type:</b>	Permanent, Full-time
<b>Salary:</b>	\$126,295 to \$148,582 annually
<b>Schedule:</b>	35 hours/week, Monday to Friday, 8:30am to 4:30pm
<b>Closing Date:</b>	Open until suitable candidate found

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*The County of Grande Prairie builds on its natural environment and the entrepreneurial spirit of its citizens to provide an unmatched quality of life and opportunity for all. We offer a collaborative and dynamic workplace fostering Trustworthy, Transparent, Respectful, and Collaborative values which guide our conduct and contribute to a healthy culture.*

*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 make us first in building sustainable, prosperous, and safe communities. We aim to 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.*

To that end, we're looking for a well-rounded, experienced Planning Manager, 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 Planning Manager, we can offer you the opportunity to perform responsible, complex professional planning activities involving advanced planning and special projects.

**Duties will include:**

- Oversee, recruit, develop, mentor, coach, supervise and manage performance of your team of Planners and Planning Compliance officers tasked with implementing the goals of the department, long-range and short-range planning activities, land use and development policy, subdivision design and recommendations, statutory plan preparation and interpretation, and other duties as assigned
- Review complex 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 requirements 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; and 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
- Work collaboratively within your team, the Planning and Development Services Area, Organization, clients, customers, and the public
- Be trustworthy, transparent, and respectful in the performance of your duties
- Develop, implement, and maintain public and community relations' activities related to planning and community development issues
- Assist in the preparation of Development Agreements
- 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

### **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
- Membership in the Canadian Institute of Planners and Registered Professional Planner (RPP) status is 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.

We offer a full comprehensive benefits package, LAPP Pension, Health and Wellness Plan, 4 weeks paid vacation, and paid sick time.

*The County of Grande Prairie recognizes and values the principles of fair hiring practices. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals. Should you require accommodation through any stage of the recruitment process, please contact [hr@countygp.ab.ca](mailto:hr@countygp.ab.ca) and we will work with you to meet your needs.*

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**