



COUNTY OF WETASKIWIN NO. 10 CAREER OPPORTUNITY

Planner Posting 2022/14

The Position:

The County of Wetaskiwin is seeking a permanent full-time Planner in our Planning & Economic Development Department.

Located mid-point between Red Deer and Edmonton, the County of Wetaskiwin is nestled in the rural landscape of lakes, agriculture, and residential subdivisions. Our population grows over the summer as citizens from all over Alberta and beyond enjoy the recreational opportunities afforded by the diversity of lakes and unique landscapes of the County.

Reporting to the Director of Planning and Economic Development, you will be responsible for managing and reviewing a variety of planning applications including development, subdivision, rezoning, and area structure plans. In addition, this position is responsible for supporting the Director in undertaking special projects that ensures the development of the County of Wetaskiwin is planned responsibly. We invite qualified candidates to apply in writing for the Planner position.

Essential Duties and Responsibilities:

- Provide professional planning advice to residents, Council, the Subdivision Development Appeal Board (SDAB), and County Staff.
- Receive, review, and draft reports and recommendations on applications for Area Structure Plans, rezoning, and text amendments to the Land Use Bylaw.
- Review referrals on subdivision applications and prepare subdivision related documents such as caveats, restrictive covenants, right of ways, easements, and encroachment agreements for registration at Alberta Land Titles.
- Assist the Development Officer in the review and approval of development permit applications for residential, commercial, institutional, and industrial developments, home occupations, signs, and variances to ensure the conformance with the Land Use Bylaw.
- Research planning and land use regulations practices to support the implementation of the Municipal Development Plan, including analyzing land uses, growth trends, patterns, and opportunities.
- Represent the County at public meetings and through related public engagement processes.
- Conduct inspections for compliance and/or for completion of subdivision and development conditions.

Desired Education Skill Sets and Experience:

- A post-secondary degree in planning or a closely related discipline.
- Be eligible for membership in the Alberta Professional Planners Institute (APPI) and the Canadian Institute of Planners (CIP).
- A minimum of two (2) years experience working in a municipal planning role.
- A minimum of a valid Class 5 Drivers License.
- Solid understanding of urban and rural planning processes, principles, and concepts and ability to apply these concepts and principles in projects and assignments.
- Understanding of applicable legislation and regulatory requirements in Alberta is preferred, but not mandatory.
- Excellent written and verbal communication skills, ability to use graphics to convey ideas, and ability to prepare concise and informative presentations and reports.
- Ability to exercise tact and diplomacy when working with the public, municipal staff, applicants, and other parties and build positive working relationships.
- Self-motivated with an ability to work independently with minimal supervision and to work as part of a team.
- Excellent organizational, time management, project management, and prioritizing skills.
- A commitment to ongoing professional learning and development.
- Strong customer service skills and ability to help the public and applicants with their priorities.
- Proficient in the use of the MS Office suite of programs and working knowledge of the use of GIS systems.

Salary Range \$64,184.00 - \$96,798.00. Salary to commensurate with desired education and experience.

Applicants are asked to submit their resume by 12:00 noon, Wednesday, June 29, 2022 to:

Barb Wolter, Executive Assistant
Box 6960 Wetaskiwin, AB, T9A 2G5
Email: bwolter@county10.ca | Fax: 780-352-3486

or submit online at www.county.wetaskiwin.ab.ca

A complete job description may be requested through Neal Sarnecki, Director of Planning & Economic Development at 780-361-6235 (direct) or nsarnecki@county10.ca.