



## **COUNTY OF WETASKIWIN NO. 10 CAREER OPPORTUNITY**

### **Development Planner Posting 2022/21**

#### **The Position:**

The County of Wetaskiwin is seeking a permanent full-time Development 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 in a responsible and sustainable manner.

The position is ideally suited for an experienced Development Officer looking to expand their skills/career into the planning side of the Planning and Development field. We invite qualified candidates to apply in writing for the Development Planner position.

#### **Essential Duties and Responsibilities:**

- Provide professional planning and development advice to residents, Council, the Subdivision Development Appeal Board, and County departments.
- Receive, review and draft reports and recommendations on planning and development applications including but not limited to Area Structure Plans, rezoning, and text amendments to the Land Use Bylaw.
- Review referrals on subdivision applications and prepare subdivision related documents such as development agreements, caveats, restrictive covenants, easement 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.
- Eligibility for membership in the Alberta Professional Planners Institute and the Canadian Institute of Planners is preferred but not required.
- A minimum of three (3) years experience working in a planning and development role, preferably in a rural municipal setting.
- 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 stakeholders and build positive working relationships.
- Strong customer service skills and ability to help the public and applicants with their priorities.
- Excellent organizational, time management, project management, and prioritizing skills.
- Self-motivated with an ability to work independently with minimal supervision and as part of a team.
- A commitment to ongoing professional learning and development.
- A minimum of a valid Class 5 Drivers license.
- 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 and cover letter by 12:00 noon, Monday, September 26, 2022 to:

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

or submit online at [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)