



EMPLOYMENT OPPORTUNITY



Planning & Development Manager

Competition No. JP24-038

External Posting

Duration:	Permanent Full Time
Manager:	Director of Planning, Engineering & Public Works
Wage:	\$110,134.00 - \$132,284.00per/year plus benefits & pension
Hours of Work:	37.5hrs/week: Monday – Friday 8:00am – 4:30pm
Close Date:	Open Until a Suitable Candidate is Found

POSITION SUMMARY:

Under general leadership, the Planning & Development Manager is responsible for the management and administration of all land use planning and development functions carried out by the Town. This work includes the research, preparation and presentation of statutory and non-statutory plans and documents, specialized reports, studies, and statistical information for planning projects. The Manager is the Development Authority and with department staff reviews and decides on development and subdivision applications and supports the Municipal Planning Commission. In addition, the Manager will assist with the investigation and analysis of community planning issues to address future growth requirements.

WORK ENVIRONMENT:

- Work is performed in an office with some meetings offsite.
- May be required to work overtime for meetings as described in the responsibilities.

DUTIES AND RESPONSIBILITIES:

- Provide expert advice and opinions to the Town on land use planning and related matters.
- Lead projects and staff work related to the evaluation, negotiations, creation, amendment, and implementation of key planning documents.
- Lead comprehensive land use planning, subdivision, annexation, zoning, and policy review.
- Prepare reports, forecasts, studies, and compile and analyze data for various municipal purposes.
- Performs the duties of the Development Authority for the Town by reviewing and making informed decisions on development applications and subdivisions agreements.
- Lead the renewal and creation of the Town's statutory and non-statutory planning documents including - Area Structure Plans, Intermunicipal Development Plans, and Land Use Bylaws.
- Participate in intermunicipal initiatives and matters with the MD of Taber.
- Prepare for and lead the administration support of Municipal Planning Commission meeting and work.
- Attends Council meetings when necessary to present and or support the presentation of agenda items from the Municipal Planning Commission and the Planning & Development department.
- Conduct and facilitate presentations and workshops for public consultation.

Posted – September 23rd, 2024



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- Oversee and lead administrative duties assigned to the Planning & Development department including Council agenda items, data compilation, land title transfers, road closures, caveats, and policies and procedures.
- Oversee contracted services of ORRSC and Superior Safety Codes.
- Maintain professional technical knowledge by attending education workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Mentor and guide assigned staff. Undertake staff performance management as per the CUPE agreement.
- Actively manage and upkeep property and building files.
- Direct and supervise the efforts of assigned staff, consultants, and contractors.
- Monitor content and quality of work assigned to support staff.
- Participate in strategic planning work with the management team.
- Participates in the workplace health and safety program, including monthly worksite and hazard inspections.

SKILLS AND ABILITIES:

- Cooperation and collaboration in team environments.
- Organizational skills (set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities).
- Problem solving skills (assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem).
- Employ good judgement, organizational and time management techniques to adhere to project and task specifics and deadlines in a fast-paced environment, as required.
- Ability to be self-motivated, retain concentration, and work independently with frequent interruptions in order to process the workload within established time frames.
- Ability to adapt in a constantly changing work environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS:

- Physical Skills Work requires moderate physical strength and effort occasionally, such as lifting approximately twenty pounds, carrying object(s) and stacking them or placing them in a storage area.
- Motor Skills Work requires pulling, pushing, standing, or walking throughout workday.
- Visual Skills Work requires reading and reviewing documents both in paper and electronic form.



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MINIMUM QUALIFICATIONS:

- A post-secondary degree or higher in urban planning or a related field (i.e., geography, urban design).
- APPI Regulated members preferred.
- A minimum 5 years of progressively responsible planning experience in community or regional planning, preferably at the local government level within the last 7 years.
- A basic understanding of public works and engineering aspects of municipal development control
- Understanding of free enterprise processes and activities.
- Ability to effectively communicate both in oral and written form.
- Excellent interpersonal and public relations skills.
- Intermediate computer skills: proficiency is required in the use of a variety of computer software programs and related equipment, including Microsoft Office Suite and databases.
- Valid Class 5 Driver's License and ability to provide a driver's abstract.
- Ability to provide a clean Police Information Check.

Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr2@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.