

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Senior Planner - Projects to join our team. Reporting to the Manager – Regional and Long Range Planning, this exciting opportunity leads municipal statutory plans and strategic planning and development initiatives in consultation with various stakeholders throughout Leduc County. As a member of the Planning and Development team, the Senior Planner – Projects is a key contributor to the achievement of the department’s operational deliverables.

## **About us**

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

## **About you**

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

You have strong communication skills that you use to communicate clearly and to create mutual understanding while delivering public presentations and preparing reports for senior level management and council. You have the ability to effectively communicate complex technical information while providing professional customer service to both internal and external stakeholders.

If you excel working under pressure within tight deadlines and regular interruptions, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## **What you will do**

- Contributes to the development and delivery of the department’s operational deliverables.
  - Participates in the development of a draft annual work plan for the Planning & Development department.

- Reviews statutory plans, leads internal resources related to municipal statutory planning initiatives and strategic planning.
- Oversees and supports external consulting resources on planning and development projects, initiatives, goals and objectives.
- Provides project leadership, analysis, and technical advice to the Planning and Development department.
  - Reviews and updates planning documents that guide and regulate the municipality's long term growth.
  - Coordinates the review and completion of municipal bylaws, technical studies, and policies related to planning projects, reviews and researches legislation and regulations.
  - Provides project leadership and support for selected projects in all service areas within the Planning and Development department.
- In consultation with the communications department, designs and coordinates the delivery of the public consultation processes for planning project initiatives.
  - Prepares and approves advertising and public notices for public hearings / meetings in accordance with the statutory requirements and Leduc County policies.
- Maintains working relationships with stakeholders, agencies, commissions, and boards.
- Reviews and Interprets planning, environmental, and socio-economic reports.
- Researches and performs special projects, studies, and reports as assigned.
- Maintains accurate records and project files.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned

## What you need to succeed

### *Must-have*

A degree in urban and regional planning or a related discipline and be eligible for, or maintain, membership in the Canadian Institute of Planners and Alberta Professional Planners Institute.

Three to five (3-5) years' experience in managing planning and development projects and a working knowledge of the legislation, policies, and regulations applicable to and affecting land use decision-making.

A degree in a related field with a minimum of five (5) years of local government/private sector experience may be considered.

### ***Nice to have***

Familiarity with municipal governance, operations, and knowledge of rural communities is an asset.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$82,416 - \$103,020** municipal pension plan, three-weeks vacation allocation and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.

