



Municipal District of  
**BIGHORN**  
Alberta

## Municipal District (MD) of Bighorn

Exshaw, Alberta

# Director of Planning & Development Services

The Municipal District (MD) of Bighorn is nestled in the foothills of the Canadian Rockies, and is located less than an hour directly west of the City of Calgary, less than 30 minutes east of the Town of Banff, and just north-east of the Town of Canmore. There is an overall population of approximately 1,598 (2021 Federal Census), and the MD includes the hamlets of Benchlands, Dead Man's Flats, Exshaw, Harvie Heights, and Lac Des Arcs. For additional information please visit [www.mdbighorn.ca](http://www.mdbighorn.ca)

Reporting to the Chief Administrative Officer (CAO), the Director of Planning & Development Services is responsible for leading and guiding the framework of the planning and development department. This includes all current community planning, subdivision, and development approvals, as well as assisting the CAO and the senior leadership team to support economic and strategic growth within the region as set out by the Council. There are four direct reports to the Director (Senior Planner, two Development Officers, and the Planning Administrative Assistant).

The ideal candidate will possess:

- ❖ A Land Use Planning Certificate and/or a diploma or degree from a post-secondary institution in urban or regional planning, engineering, or accepted equivalencies.
- ❖ Demonstrated experience in leadership, governance, strategic planning, organizational development, team building, customer service, and conflict resolution.
- ❖ A minimum of five (5) years of progressive leadership experience in the professional planning field, along with experience in a municipal setting would be a strength.
- ❖ A comprehensive understanding of the financial and budgeting process, and the know how to implement, manage, and see large scale projects through to a successful completion.
- ❖ Familiarity and knowledge of Provincial regulations, municipal bylaws, the Municipal Government Act (MGA), and policies as they relate to current planning and development activity
- ❖ Extensive experience in:
  - Leadership, strategic planning, project management, coupled with sound technical knowledge.
  - Providing top-notch customer service to both internal and external stakeholders, including working closely with elected officials.
  - Municipal land use planning and development.
- ❖ Alberta Professional Planners Institute (APPI) regulated members required or preferred.

A competitive compensation package will be provided to the successful candidate. Specifics will be discussed in a personal interview.

***For further information please visit our website, or contact:***

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