

MUNICIPAL PLANNER

MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: Planning & Economic Development

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages. Greenview hosts one of the most ambitious industrial developments in Alberta and is driven towards leadership in both Community and Economic Growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Municipal Planner is responsible for providing professional planning advice and support to elected officials, developers, and senior administration. Reporting to the Manager of Planning and Development, this role is responsible for review and administration of Municipal and Intermunicipal policies and bylaws and recommending amendments to the Municipal Planning Commission and Council. The role will work in a diverse setting with exposure to rural, small urban and industrial development. This role works in collaborate with Development staff and occasional manages more complex subdivisions and development permit applications.

MAJOR

- Develop and maintain a high level of working knowledge of the relevant legislation and regulations relevant to Planning and Development including, Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan and Land Use Bylaw, Inter-municipal Development Plan, Development Guidelines & Municipal Servicing Standards Manual, as well as other plans and planning studies applicable to the municipality.
- Actively contribute to the development and revision of planning legislation including Land Use Bylaw, Municipal Development Plan, Intermunicipal Development Plans and Area Structure Plans.
- Process complex Development Permits; Land Use Amendments; and Subdivision applications. This position is commonly assigned to support the Planning and Development Manager in public engagement events or open houses.
- Occasionally is assigned Acting Manager of the Department, as required.
- Review site and survey drawings to ensure the necessary information has been provided for development, land use amendment and subdivision applications.
- Liaise with and respond professionally and promptly to internal and external customer inquiries to assist with processing applications including Policy, Area Structure Plan and Land Use Amendments, and associated Subdivisions.

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- Advises the Manager, Planning & Development on best practices.
- Prepare correspondence to ratepayers, agencies and plan public engagements, as required
- Prepare and present Request for Decisions to Council and the Municipal Planning Commission.
- Attend various meetings as a municipal staff representative and provide updates on said meetings.
- Perform field investigations of non-compliant related activity and facilitate the resolution of issues to comply with the Land Use Bylaw and other regulations.
- Follow the necessary Enforcement Steps for all Development Permits and Planning & Development to comply with Land Use Bylaw including site inspections, violation review and follow up communications.
- Perform other duties as assigned by the Manager, Planning and Development.

MINOR

- Prepare various Website and Newsletter Articles to educate and provide the public with ongoing information on Municipal planning activities.
- Support the Manager, Planning & Development in the management of professional contracts and contractors when reviewing Area Structure Plans or major bylaw revisions.
- Provide assistance and information to Development officers on complex Development Permits, Subdivision or Land Use Amendment processes to ensure it complies with current planning legislation.
- In collaboration with the Manager, Planning & Development, liaise with government agencies and departments on development related matters.

OCCASIONAL

- Perform the duties of the Manager of Planning & Development in their absence.
- Assist with budget preparations for the Planning & Development Department.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Post-secondary education in Land Use Planning or a related field is required.
- Willingness to become a candidate member with the Alberta Professional Planning Institute, is required. RPP designation is preferred.
- 5+ years of experience in a municipal government planning section is preferred.
- Knowledge of relevant, provincial and municipal legislation, policies and programs with ability to integrate and utilize knowledge in planning and development projects.
- Excellent interpersonal verbal and written communication skills to interact with public, staff, Council, and external agencies.
- Excellent conceptual and analytical skills, with strong facilitation and influencing skills.
- Ability to work independently and within a team environment and to adapt to a demanding and dynamic work environment.
- Possession of a valid Class 5 driver's license.

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SKILLS REQUIRED:

- Demonstrated knowledge of MGA Part 17, related Regulations and other legislation pertaining to municipal planning matters in Alberta.
- Demonstrated knowledge of Statutory Plans: MDP's, LUB's, ASP's, IDP's and related municipal legislation including the MGA.
- Must be proficient with GIS mapping programs.
- Must have a working knowledge of map reading & navigating throughout the rural municipality.
- Excellent interpersonal verbal and written communication skills to interact with public, staff, Council, and external agencies.
- Excellent conception and analytical skills, with strong facilitation and influencing skills.
- Ability to interact well with and respond to inquiries from all levels of government, as well as other Employees, Management, Council and Ratepayers.
- Must be able to maintain confidentiality.
- Proficiency with Outlook, Microsoft Word, Excel, and PowerPoint, and other Microsoft programs.
- Ability to work independently with minimal supervision and within a team environment and to adapt to a demanding and dynamic work environment.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Minimal physical effort; occasional light lifting.
- Subject to working in an outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca (*please quote the position in the subject line*)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

While we truly appreciate all applications, only those selected for an interview will be contacted.

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