



# We're Hiring! (Planner, Current and Long Range)

## OUR TEAM

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Municipal Planning Services (MPS) has been serving municipalities in Alberta since 1996. Our team is committed to a collaborative planning approach that draws on local knowledge and expertise to develop community plans and planning processes that are complete and resilient.

Our approach to community planning focuses on balancing sustainable development with a respect for community heritage, place-based planning, enhancing cultural and ecosystem diversity, supporting working landscapes and ensuring that our client municipalities are vibrant and distinct places to live, work, and play.

MPS measures our success in relation to the lasting relationships we have established with our clients and our efforts to adhere to our core company values. Our well-rounded team offers a range of consulting services to clients exclusively in the public and non-profit sectors throughout Alberta.

## THE POSITION

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MPS is on the lookout for a highly motivated and passionate land use and community planner to support our team. The ideal candidate for this position will be a motivated person that can demonstrate sound decision-making, possesses an ability to interpret land use planning policies and regulations, is familiar with current and long range planning, and has experience in (and enthusiasm for) public engagement.

**The position is scheduled to begin immediately.**

Responsibilities:

- Providing administrative support through all aspects of the subdivision process;
- Supporting the team in the preparation of statutory plans and land use bylaws;
- Preparing reports for subdivision and development permit applications;
- Facilitating public engagement and preparation of associated materials including newsletters, surveys and presentations;
- Assisting with the compilation and analysis of feedback received during public engagement and preparation of summary reports;
- Conducting background research and analysis for statutory plans and land use bylaws; and
- Providing planning advice to municipal planning administrators.

We are looking for a candidate who is:

- Passionate about the suitability of rural and small urban communities, particularly within lake watershed environments;
- A member (or is eligible to become a member) of APPI (or another provincial/regional equivalent) and CIP;
- Familiar with the *Municipal Government Act*, and other provincial legislation;
- Familiar with long range plans (intermunicipal development plans and municipal development plans) and land use bylaws;
- Experienced preparing reports for subdivision and development permit applications;
- A skillful oral and written communicator;
- Capable of effectively summarizing and graphically representing project research, statistics, and survey results;
- Able to work within irregular and fast-paced time frames;
- Talented and innovative in document, mapping and graphic design through the use of MS 365, ArcGIS, and Adobe Creative Cloud (specifically Illustrator and InDesign);

This position will be based out of our office in Edmonton, AB. Salary will be based on education and experience. MPS offers a competitive compensation package that can be tailored to the successful candidate.

Please send your cover letter and resume to Brad MacDonald at [b.macdonald@munplan.ab.ca](mailto:b.macdonald@munplan.ab.ca). This position will remain open until filled.