



Employment Bulletin

Parkland County
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parklandcounty.com

Interested candidates are invited to apply on our website at www.parklandcounty.com

Parkland County has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

PLANNING TECHNICIAN

(Temporary, Full-time)

Parkland County has a temporary, full-time position available within the Planning & Development Services Department for a Planning Technician. Reporting to the Manager, Current Planning, this position would start at the end of January 2021 and work until approximately February 25, 2022. The Planning Technician provides technical support regarding both land preparation (current) and long-range planning functions within the department and conveys planning related information to the general public through front counter interaction, telephone and written correspondence. The Planning Technician also acts as the Civic Addressing Coordinator, responsible for assigning new civic addresses and maintaining and revising civic addresses for existing parcels as required.

QUALIFICATIONS:

- Post-secondary diploma in Planning Technology, or a related discipline such as Planning, GIS or Geography, etc. is required. APPI Regulated members required or preferred
- A minimum of two (2) years of relevant technical experience in the planning field is required in addition to proficiency in ESRI ArcGIS and AutoCAD Civil 3D. Previous related experience in local government and with civic addressing is desired.
- Eligibility for membership in the Canadian Association of Certified Planning Technicians and/or the Canadian Institute of Planners / Alberta Professional Planning Institute is desired.
- Possession of a valid Alberta driver's license and satisfactory driving record is required.
- Excellent communication skills including the ability to communicate verbally and in writing with clarity and accuracy is required.
- An equivalent combination of education and experience may be considered.

Competition Number:	20-56
Rate of Pay:	\$64,695 to \$80,869 per annum
Hours of Work:	7 hours/day; 35 hours/week
Competition Closing Date:	Wednesday, January 20 2021 at 4:30 p.m.
Benefits:	Extensive benefits are offered including an option to join our Earned Day Off Program.