

Planner 1 – Planning Policy

Requisition Number: #161

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 1

Minimum Salary: \$78,894

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

We are proud of offering staff meaningful work on exciting projects that will shape the future development of communities in the County. We are centred around delivering excellent customer service in a fast-paced environment, and building genuine relationships with our 15 neighbouring jurisdictions in the region. Our Planning team enjoys a collaborative and positive environment, with support to focus on work that matches individual interests and strengths. At just under a million acres and with a diverse range of communities and developments, the County is an amazing place to develop your Planning career.

Position Summary

This is an entry level professional Planning position that requires a high degree of professional responsibility in the development and implementation of planning strategies, statutory documents, and municipal policy. The position also requires a thorough knowledge of related Acts and Regulations and the planning process in Alberta. The Planner primarily works under immediate supervision preparing submissions to Council.

Core Accountabilities

- Interacts with the general public on a continuous basis through telephone and written enquiries as may be required to convey Planning information to citizens and other individuals and groups.
- Reviews, processes and manages non-complex redesignation, subdivision, and development permit files for compliance to policy, regulations, and technical requirements, under the mentorship of the Senior Planner and the Planning Supervisor. File assignment is at a complexity level appropriate to a Planner 1.
- Prepares and presents reports to Council, County Committees, and to appeal boards as required.
- Supports senior colleagues in the monitoring and amendment of the County's Land Use Bylaw and participates in process improvement projects to benefit the department's functioning.
- Supports senior colleagues in the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.



- Collects a variety of statistical data and prepare reports on topics such as census information, application statistics, etc.
- Monitors and reviews Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

Position Requirements

Minimal professional planning experience is acceptable in combination with the completion of Bachelor’s Degree in Planning (or a related field), a demonstrated track record of working collaboratively in a team environment and a record of successfully completed assignments.

- Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents.
- Interprets and applies relevant Municipal/Provincial policy to the processing of applications and the development and preparation of planning documents with no major oversights.
- Works independently or as part of a team to seek out and synthesize information resources in a clear and concise fashion in the processing of applications.
- Demonstrates strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Demonstrates knowledge, interpretation, and application of subdivision design, site planning and environmental planning concepts and their applications in a rural environment in the processing of planning applications.
- Works collaboratively with and communicates effectively and positively with other team members, departments, and external municipal and provincial government personnel.
- Possess and exhibit strong skills in presentations to Council, community associations and government departments as required.
- Manages time effectively to juggle multiple deadlines and tasks, and is required to work within irregular and tight time frames.
- Takes initiative to identify and resolve problems with regard to planning applications that may be unique and complex.
- Makes sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.
- Able to work under stressful work conditions and to think and react quickly and effectively to problems that may arise from time to time.
- Flexibility to alternate between technical to philosophical planning responsibilities as required in the task or project.
- Estimates personal level of knowledge and asks for clarification and guidance as necessary.
- Eligibility for CIP (Canadian Institute of Planners) designation is considered an asset.
- Proficient in MS Office Suite.
- Possess a valid class 5 driver’s license.

Technical	
City View	Organizational Governance



ROCKY VIEW COUNTY

	GIS (Geographic Information Systems)	Public Speaking
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We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers
Closing Date: *March 17, 2024* or until a suitable candidate is found.