



## Planner 2

Requisition Number: #136

**Job Type:** Permanent Full-Time

**Location:** Rocky View County, Alberta

**Number of Positions:** 1

**Minimum Salary:** \$89,455

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.

## Position Summary

This is a mid-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 independently and prepares submissions to Council.

## Core Accountabilities

- Interacts with the general public on a continuous basis through telephone and written enquiries and referrals as may be required to convey Planning information to citizens and other individuals and groups.
- Reviews, processes and manages redesignation, subdivision, and development permit files for compliance to policy, regulations, and technical requirements at a complexity level appropriate to a Planner 2.
- Prepares and presents reports to Council, County committees, and to appeal boards as required.
- Assists in the preparation of concept plans within approved policy plans or limited scope conceptual schemes.
- Interprets and implements relevant regional, intermunicipal, and County policies, standards and legislation and formulates Administrative recommendations for approving authority.
- Reviews and responds to referrals from internal departments and government agencies.
- Conducts research as required in response to department projects, enquiries or files.
- Assists in the monitoring and amendment of the County's Land Use Bylaw and participates in process improvement projects to benefit the department's functioning.



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- Mentors junior staff and acts as a resource for other team members according to expertise within department.
- Assists in the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.
- Participates in the interpretation of relevant Municipal or Provincial Planning Policy and Regulations and formulation of employee positions.
- Monitors and reviews Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Prepares and presents reports, materials, and opinions as a representative of Rocky View to other government and non-government agencies and committees as required.
- 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

A Bachelor's Degree in Planning or related field is required. A minimum 5 years of demonstrated professional experience in Planning or a related field is required; this is in combination with a demonstrated track record of working collaboratively in a team environment, and a record of successfully completed assignments. Scope of the experience should include a demonstrated awareness and knowledge of planning in a rural municipality, awareness of interrelationships between jurisdictions and their respective interests and a thorough understanding of the provincial planning and legislative framework.

- 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.



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- 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.
- Eligibility for Full Membership with the Canadian Institute of Planners (CIP) is considered an asset.
- Previous related experience particularly in a public sector environment is preferred.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

Technical		
	City View	Organizational Governance
	Geographic Information System (GIS)	Public Speaking

Formal Education	
	Bachelor's in Planning (or related field)

*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](http://www.rockyview.ca/careers)

**Closing Date:** February 25, 2024, or until a suitable candidate is found.