



Job Profile Planner

POSITION:	Planner
DEPARTMENT:	Planning & Development
REPORTS TO:	Planning & Development Manager
DIRECT REPORTS:	None
LAST APPROVAL DATE:	3/19/2024
CLOSING DATE:	4/11/2024

The newly amalgamated Town of Diamond Valley seeks an enthusiastic individual to bring their expertise and passion to our team. As we embark on a period of growth, we’re looking for a proactive individual who is looking to grow their skills while playing a pivotal role in shaping the future of our community. If you’re eager to hit the ground running and be part of a dynamic team dedicated to driving progress, we invite you to join us on this exciting adventure.

POSITION SUMMARY

A Planner is required to assist in aligning planning documents and processing large volumes of applications. This role requires professional planning experience with the ability to manage changing priorities, multiple inquiries, and interruptions while demonstrating excellent customer service and highly developed communication and organizational skills. Experience processing medium to large developments is an asset.

This is a full-time, two-year contract position reporting to the Manager of Planning & Development. The Planner will process development permit applications, subdivision applications, statutory plan amendment applications, and bylaw amendment applications in accordance with federal, provincial, and municipal requirements. The Planner may also assist in developing policies and public engagement, including the new Municipal Development Plan. The Planner will be part of the Planning & Development Team consisting of the Manager of Planning & Development, two Development Officers, and a Planning Assistant.

KEY ACCOUNTABILITIES

- Process subdivision applications, statutory plan amendments, and bylaw amendments.
- Support the development of a new Municipal Development Plan.
- Support the Development Officers with development permit reviews.
- Support and occasionally lead policy development.
- Write and present reports to the Municipal Planning Commission or Council as required.
- Facilitate relations with Foothills County and other partner organizations.
- Provide support in answering inquiries about Planning & Development.
- Participate in the Town Health & Safety Program as required, which may include participating in facility inspections.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

Required

- A degree in planning or related discipline is required.
- Attention to detail, accuracy, and efficiency.
- Previous experience processing planning applications is required.
 - Experience reading and interpreting drawings, reports, plans, legislation, bylaws, and policies is required.
 - Experience in writing and presenting technical reports is required.
- Working knowledge of Municipal Government Act, Matters Related to Subdivision and Development Regulation, and Off-site Levies Regulation is required.
- Proficiency in Office 365 applications (Outlook, Word, Excel, PowerPoint, Teams, OneNote, Planner, OneDrive, SharePoint) is required.
 - Ability to learn new software programs (Adobe, Revu, GIS, Muniware, iCompass, eScribe, CityView) is required.
- Strong organizational and time management skills are required.
 - Prioritize and effectively manage multiple projects and tasks.
 - Ability to take initiative to identify and resolve issues with applications.
 - Proficiency in record keeping, systems maintenance, and file management.
- Ability to professionally communicate and collaborate with internal and external partners.
 - Experience engaging with Council, municipal staff, representatives of provincial and federal levels of government, businesses, landowners, developers, and the public via email, post mail, telephone, and in person.

Preferred

- Previous experience working in a municipal environment is preferred.
- APPI regulated members preferred.
- Valid Class 5 Alberta driver's license.
 - Town vehicle usage requires a driver's abstract.

COMPENSATION

- Salary \$69,000 - \$76,000, paid semi-monthly via EFT.
- Group Benefits & EAP after three (3) months of employment.
- 10 personal days per year (pro-rated to start date and non-accruing).

WORKING CONDITIONS

- The working conditions are typical of an office environment, including using computers and telephones.
- Long periods of desk work.
- Exposure to frequent interruptions.

HOURS OF WORK

- The regular work hours are 37.5 hours per week, Monday to Friday.
- This role may opt into the earned day off (EDO) program where the employee works an additional 0.5 hours per day in exchange for a scheduled day off, once 7.5 hours are accumulated, paid at the employee's regular pay rate.
- Workdays start at 8:00 am and conclude at 4:00 pm (4:30 if on the EDO program), with one 0.5 hour lunch break.
- Working from home will be approved on a case-by-case basis, given operational requirements.
- Evening meetings may be required.
 - Overtime hours are banked 1:1 and must be approved in advance.
- Additional hours may be required as the situation demands and will be banked or paid in accordance with provincial employment standards.

Time off

- Paid time off for statutory holidays, Heritage Day, Boxing Day, and a Christmas Float Day.
- This role will receive three (3) weeks of vacation, accrued at 1.25 days per month (pro-rated).
- Paid vacation days are allowed during the employee's first year of employment.

TRAINING AND DEVELOPMENT

- Where the manager approves programs, seminars, individual courses, or conferences as part of your development plan that directly apply to your role, the Town will reimburse you for the associated expenses.
- The manager must approve all training and development activities before registration.
- If the employee leaves the Town within one (1) year of completing a training and development activity, they must pay back 100% of all expenses previously reimbursed.
- Professional fees for APPI/CIP will be reimbursed for the 2025 and 2026 calendar years, provided the employee is still employed by and in good standing with the Town.
- Examination fees (PSB) will not be reimbursed.

CANDIDATE SELECTION

Qualified candidates selected for further consideration will be required to:

- Participate in at least one formal interview (in-person or virtual); and
- Provide a minimum of three (3) work-related references.

If a candidate is successful, the hiring manager will complete a reference check by contacting the references provided. When the reference checks have been completed with positive feedback, the hiring manager will notify the successful candidate verbally via phone. Candidates interviewed but not selected will be informed via phone call.

A criminal record check will be required as a condition of employment.



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OTHER

The statements in this Job Profile reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

This job profile should not be considered a job offer and does not indicate any guarantee of employment. The Town reserves the right to extend the closing date.