

Planner (Policy)

Job Number: #J0522-0677

Job Type: Permanent Full-Time

Salary (includes Planner 1 and 2 bands): \$70,102-\$97,110

Are you a Planning professional looking for a high-level of professional responsibility to develop and implement Planning strategies, statutory documents and municipal policy in a growing municipality?

Are you looking for opportunity to grow professionally while supported with paid training opportunities, a competitive salary, benefits after 30 days, 27 paid days off in first year + general holidays, pension plan, paid sick time and more?

What we need:

Rocky View County's diverse communities are continuing to grow, and our Planning department is working with our new Council to reassess its growth strategy against the backdrop of the Calgary Metropolitan Region Board. This brings an incredible opportunity for enthusiastic Planners to work on a number of projects to prepare, review and implement County-wide and community-level Planning documents.

As one of our Planners, you continually have the opportunity to work independently on files or collaboratively on project teams, as the situation dictates. Presentations to Council, Boards and Committees are an integral component of the scope of duties. The more intermediate to senior-level Planners will act as a resource and mentor for more junior colleagues as well as other department employees.

These positions will often have you taking a lead role in the review of strategic planning applications, development of planning strategies, statutory documents and municipal policy. You will also be expected to handle a wide range of duties related to all manner and size of projects, policies, applications and operations of each of the Planning teams.

You will need to nurture and maintain working relationships dealing with our many municipal partners, while advancing the interests of the County.

Core Accountabilities:

- Interact on a continuous basis with the general public through telephone, and written inquiries and referrals as may be required to convey planning related information to citizens and other individuals and groups.
- Review, process and manage local plans, redesignation, and subdivision files for compliance to policy, regulations, and technical requirements
- Prepare and present reports to Council, County Committees, and to appeal boards as required.
- Assist in the preparation of concept plans within approved policy plans or limited scope conceptual schemes.
- Assist in identifying municipal, community or intermunicipal issues and opportunities that could be mitigated through better community planning.
- Review and respond to referrals from internal departments and government agencies.
- Conduct extensive research in specific or general project areas.
- Assist in the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.
- Participate in the interpretation of relevant Municipal or Provincial Planning Policy and Regulations and formulation of employee positions.

- Monitor and review Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Prepare and presents reports, materials, and opinions as a representative of Rocky View to various bodies, including Council, Appeal Boards, Committees and Public groups and organizations.
- Taking lead or assisting role as assigned, in formulating, reviewing, maintaining, updating and implementing the Land Use Bylaw.
- Prepare, review, update and administer research, grant proposals, consultation processes, consultant contracts, research, and feasibility analyses.
- Manage assigned projects including the overseeing of planning work, technical and clerical support personnel involved in a project. However, supervision of employees is the responsibility of the Manager and Supervisor
- Manage and/or participate in complicated consultation processes, consultant contracts, including the preparation of Terms of Reference, and multi-disciplinary teams/projects.
- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation, new trends and literature.
- Provide/promote Municipal Planning Goals/Objectives to landowners and applicants.
- Effectively represent the County in public and landowner/applicant meetings.
- Perform other related duties – as may be assigned by the Supervisor, Manager, Executive Director or the CAO.

Position Requirements:

Completion of Bachelor's Degree in Planning along with progressively responsible and diversified experience in Municipal Planning environment.

- Demonstrate excellent interpersonal communication and judgment; organizational and time management; facilitation, negotiation and mediation; and presentation and written skills.
- Thorough understanding of rural, urban and regional planning, their interrelationships and the environment, related regulatory environment, implementation techniques and consultation processes.
- Ability to relate strategic planning initiatives to policy implementation.
- Demonstrate excellent project management skills, particularly within complex, high profile, large-scale, or time-sensitive projects.
- Awareness and sensitivity towards the current economic and political environment and its impact on the planning environment.
- Able to deal with co-workers and the public in a positive, facilitative, and pleasant manner.
- Able to mentor and train other Planning employees.
- Able to meet frequent deadlines in a fast-paced environment.
- Consistently deliver high quality work and professional advice.
- Possess a successful record of management of increasingly more complex planning projects, meeting deadlines and a demonstrated ability to provide leadership within a team setting.
- Possess experience presenting to small and large groups in both casual and formal settings.

Candidates may be considered for Planner 1 or Planner 2 positions based on experience.

Interested applicants are invited to apply direct to <https://www.rockyview.ca/careers>.
Applications are due by 10 pm MST on the closing date.

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