

Competition ID: J0722-1783
Department: Planning & Development
Hours Per Week: 37.5
Date Posted: July 27, 2022

Job Type: Permanent Full Time
Job Category: Planning & Development
Salary: \$84,492.97-\$111,186.04 per annum
Closing Date: August 10, 2022

Planning and Subdivision Officer

This position is responsible for supporting the Program Lead (Current Planning) in preparing reports on Municipal Development Plan, Area Structure Plan and/or Land Use Bylaw amendment applications, managing subdivision applications, working on special projects and undertaking planning research/policy reviews as required.

Job Duties

Amendment and Subdivision applications

- Review applications for area structure/outline plans, bylaw amendments and subdivisions contained in the relevant municipal and provincial legislation (Land Use Bylaw, Municipal Development Plan, Area Structure Plan, etc.)
- Prepare reports and/or plans, make recommendations, provide information and perform related duties on area structure/outline plans, bylaw amendment and subdivision applications.
- Make presentations to the Subdivision Authority and appeal boards, advisory committees or Council as required.
- Support customers in understanding and completing the application process for area structure/outline plans, bylaw amendment and subdivision applications.

Special projects

- Manage/contribute to departmental projects (e.g. review of MDP, ASP's, IDP's) including the engagement processes involved
- Prepare reports and/or plans, make recommendations, provide information and perform related duties on abovementioned projects.
- Develop and/or revise policies and regulations for County planning documents and, as required, prepare associated reports.
- Undertake planning research as required.

General

- Respond to inquiries from the public, developers, builders and other departments regarding current planning matters.
- Develop and maintain a working knowledge of the Municipal Government Act, the Subdivision and Development Regulations, the County's Municipal Development Plan, Land Use Bylaw and Area Structure Plans as well as other plans and planning studies.
- Liaise and respond promptly in a positive manner to internal and external customer requests for information, or referrals on proposed applications.
- Provide assistance to the Program Lead, Land Management as needed.
- Be available to collaborate with Development Officers to review development permit applications and requests for compliance certificates.
- When required attend and/or represent the County on a variety of Steering Committees/Boards (e.g. ad hoc EMRB committees).
- Adhere to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Support a positive, proactive, innovative, professional, and customer-first culture in the department.

Job Skills

9613 100 Street, Morinville, AB T8R 1L9 sturgeoncounty.ca

- Strong legislative awareness including the Municipal Government Act (MGA) and applicable provincial and federal statutes or regulations. Ability to comprehend and interpret legislative direction is an asset.
- Strong understanding of community and land use planning in Alberta.
- Ability to interpret, create, and/or explain various maps, plans, surveys, and similar planning illustrations.
- Computer literacy and working knowledge of Microsoft Office.
- Strong interpersonal skills, with the ability to diffuse difficult situations.
- Flexibility to adapt to a demanding environment and maintain customer service standards.
- Excellent customer service, organizational and time management skills coupled with strong business letter and report writing techniques.
- Strong initiative, proactive planning, and time management skills and ability to respond to shifting workload(s) to meet deadlines.
- The ability to work efficiently and effectively independently and in a multidisciplinary, team environment.

Job Qualifications

- Bachelor's degree in Land Use Planning plus a minimum of two years relevant experience or Bachelor's degree in a related discipline plus minimum of three years relevant experience.
- Member of or is eligible for membership of the Canadian Institute of Planners considered an asset.
- Must hold a valid class five driver's license.
- Ability to participate in a Hybrid working environment, requiring the successful candidate to attend the office on a rotational and as needed basis as well as from a home (remote) office.

Interested? Please click on the following link to apply:

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=57732&page=jobdetails&jobid=J0722-1783&BRID=EX167571&SBDID=21359&LANG=1>