



**Are you an experienced urban planner looking to level up your career?**

**The Town of High Level is seeking a career oriented professional to take on the role of Director of Planning and Development!**

### **About us**

High Level is a growing, vibrant community that hosts excellent community programming, facilities and services. Our various recreational facilities, schools, popular retail chains, regional hospital and other resources will ensure you have everything you need and more. High Level offers a mix of natural and urban resources that makes it a great place to live and raise a family.

### **Why the Town of High Level?**

- 15 days of vacation + 28 personal days
- A competitive compensation and comprehensive benefits package
- Hybrid work arrangement
- Northern allowance federal tax incentive
- A developed yet affordable community with substantial opportunities for growth

***Come for the adventure, stay for the community!***

### **About the Role**

Reporting to the Chief Administrative Officer (CAO), the Director of Planning and Development is responsible for developing and implementing policies and procedures related to land use administration, and the planning, development, administration, and implementation of a comprehensive urban planning program for the Town of High Level.

This role provides specific technical expertise in land use planning and works with a team of in-house or contracted planners, urban designers, landscape architects and engineers and others to complete land development, master planning, and strategic planning projects.

### **Core Responsibilities**

- Lead the update of our Municipal Development Plans, Area Structure Plans, Area Redevelopment Plans, and related amendments.
- Project manage projects related to population, land use, development trends, municipal zoning, parks and recreation zoning and location, environmental, economic development, strategic planning, and related matters.
- Supervise the Planning and Development and Municipal Enforcement staff and provide mentorship in the execution of their duties.
- Ensure compliance with provincial statutes and regulations, including all requirements.

- Prepare and manage the annual capital and operating budgets for the Planning and Development department.
- Meet with, prepare correspondence for, and make presentations on planning and development matters to councils, committees, boards and other authorities or groups.

## Qualifications

- Minimum of 5 years experience in a municipal planning environment; handling statutory planning, subdivision, and development/building permitting.
- Excellent project management skills, particularly within complex, high-profile, large-scale, or time-sensitive projects.
- Thorough understanding of rural, urban, and regional planning, the applicable regulatory environment for each aspect of the planning process, implementation techniques and consultation processes.
- Effective written and oral communication skills with experience presenting to small and large groups in both casual and formal settings.
- Excellent conflict resolution and stakeholder management skills.
- Strong computer capabilities, including computer-assisted design (CAD) and/or geographic information systems (GIS).
- Ability to supervise and mentor various teams and skill sets.
- Excellent time management and organizational skills, along with adaptability in responding to unexpected or changing priorities.
- Ability to read and understand technical drawings related to planning and development, land use and subdivision applications and projects.
- Thorough understanding of and previous experience with the municipal subdivision and development appeals process.

## Education

- Post-secondary degree in urban, regional, or municipal planning.
- Active membership in the Alberta Professional Planners Institute and/or the Canadian Institute of Planners is an asset but equivalencies of education and experience will be considered.
- Certified Local Government Management designation is considered an asset.

## Application

Please submit your resume to: [recruitment.highlevel@gmail.com](mailto:recruitment.highlevel@gmail.com). This posting will remain open until a suitable candidate is found.

***Join us in shaping the future of High Level!***