



Manager of Planning and Development

About Diamond Valley:

Just minutes from the majestic Rockies and Kananaskis Country, Diamond Valley offers a cherished lifestyle for those wishing a close connection to nature coupled with an easy commute to Calgary and Okotoks. Rich in natural beauty, our community provides an endless choice of outdoor recreation, cultural experiences, entrepreneurial opportunities, and regional community programs and services. Recently amalgamated, the new community of 5,500 offers the best in small-town values, friendly people, affordable housing, access to quality medical care, outstanding educational, recreational, and retail facilities, and wide-open spaces. Welcome to Diamond Valley!

Position Description:

This is a full-time, permanent position reporting to the Chief Administration Officer of the Town of Diamond Valley. The Planning and Development Manager oversees the administration, direction, and control of all aspects of the department including the processing of planning and development applications, maintenance and review of plans and policies, the preparation of planning studies, reports, bylaws, public engagement strategies, and presentations to Council. The Planning and Development Manager also prepares and monitors budgets and oversees a team of planning staff.

As the Town of Diamond Valley is a new entity formed through the amalgamation of the Towns of Black Diamond and Turner Valley, the Planning and Development Manager has the challenge of overseeing the creation of a new planning framework for the new Town.

Preferred Qualifications, Education and Experience:

- A degree in a planning or related discipline is required, including working in a municipal environment. An equivalency of education and experience may be considered.
- 5-7 years experience in community planning with management experience with experience in application processing and plan preparation.
- Thorough knowledge of philosophies, principles, and practices of municipal planning, design, and public engagement.
- Strong interpersonal, communication, presentation, negotiation, research, problem solving, analytical, and management skills.
- Good office computer skills.
- Ability to be creative and use sound judgment in making planning decisions.
- Ability to prioritize and meet deadlines.
- Ability to plan, assign and direct the work of personnel and lead, coach, and motivate staff in a team environment.



- Ability to deal effectively with representatives of government, business and development, the general public, town staff and Council members.
- Valid AB Class 5 Drivers License.
- APPI Regulated members are preferred
- Knowledge of municipal legislation, planning legislation and policy in Alberta
- Proficiency in record keeping, systems maintenance and budgeting.
- Demonstrated strong applied computer skills with emphasis in Microsoft Office programs as well as demonstrated ability of software applications for permitting finance etc.

What We Offer:

Competitive compensation plan including comprehensive benefits, employee & family assistance, generous vacation, and an outstanding RRSP matching program.

Position Requirements:

This role is 37.5 hours per week. Additional hours may be required for evening meetings, open houses, and training.

Apply

Interested candidates are invited to apply with a cover letter and resume by email to cao@diamondvalley.town Please indicate "Planning and Development Manager" in the subject line of your email. The position posting will close at 6:00 pm on July 28th, 2023.

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the Town of Diamond Valley is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religion.