



## **Planner (full-time/permanent)**

### **Our Community:**

People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With annexation complete, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy

### **We Are:**

The Town of Okotoks is a progressive organization; offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centers assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution” which empowers employees to focus on organizational outcomes and supports a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

### **The Opportunity:**

We have an exciting opportunity for a highly motivated Planner to join our Community Growth & Investment (CGI) team. The Planner is responsible for efficiently and effectively considering and processing all development related submissions received by the Town from clients within the parameters of the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, area structure plans, outline plans and other Town policy and practices.

Reporting to the Community Growth & Investment Manager, the Planner is responsible for:

- Process development related submissions such as Land Use Bylaw Amendments, Development Permit applications and related engineering, landscaping, lighting plans, Development Completion Certificates, Subdivision Applications, municipal reserve disposals, road closure applications, etc.;
- Ensure compatibility of planning proposals with relevant provincial and municipal statutory requirements;
- Coordinate and assist in reviewing statutory plan development and amendments, municipal planning and development, transportation, engineering, environmental, and parks issues including site design and compliance;

- Act as key contact and planning facilitator with internal stakeholders, land developers, consultants, stakeholders and the general public;
- Assignment and revision of municipal addressing;
- Conduct site inspections as required;
- Attend Council, Municipal Planning Commission, Subdivision and Development Appeal Board meetings with respect to development related submissions as required;
- Conduct activities according to OH&S and Town standards;
- Ensuring records management complies with Town RMS Policy;
- Coach, mentor, cross-train and provide back-up to team members as needed;
- Ad hoc projects as assigned.

**What You Bring**

- Related Degree, preferably Planning, Urban Design, or related discipline. Eligible for membership in the Canadian or Alberta Institute of Planners;
- 3 or more years related work experience representing continuous learning and career progression;
- Equivalency of education and experience may be considered;
- Excellent written and interpersonal communication skills;
- Strong customer service aptitude;
- Attention to detail, time management;
- Team player and collaboration;
- Discretion and confidentiality;
- Proficiency in Microsoft Office suite;
- Experience with Cityworks or similar software will be considered an asset.

**What We Offer:**

- Competitive Salary
- Comprehensive benefit and pension plan
- Career development
- So much more!

**Pre-employment Requirements:**

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and possibly a driver’s abstract depending on the position.

**How to Apply:**

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

<https://www.okotoks.ca/careers/job-postings/planner>

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

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|------------------------|-------------------------------|
| <b>Business Centre</b> | Community Growth & Investment |
| <b>Position Type</b>   | Full-time permanent           |

|                                     |                           |
|-------------------------------------|---------------------------|
| <b>Compensation</b>                 | \$91,951-101,338 annually |
| <b>Hours of Work</b>                | 37.5 hours per week       |
| <b>Number of Openings</b>           | 1                         |
| <b>Police Record Check Required</b> | Yes                       |
| <b>Deadline to Apply</b>            | February 26, 2023         |