



Town of Pincher Creek Employment Opportunity PLANNING AND DEVELOPMENT OFFICER

Responsibility:

The Planning and Development Officer is accountable for: Land Use, Municipal Planning, Inter-Municipal Planning, Subdivisions, Development Agreements, Development Permits, Municipal Development and Subdivision Authority (MDSA) coordination, and Municipal Subdivision and Development Appeal Board (MSDAB) hearings. This position is ultimately responsible to oversee the administration of and compliance to land-use bylaws and statutory plans in collaboration with local and regional planning service providers.

Duties:

- Receiving and processing development permit applications, land use bylaw amendment applications, municipal land dispositions referrals, road closure applications, processing subdivision applications.
- Perform tasks required relative to the enforcement of the Land Use Bylaw and follow up on Development Permits conditions and compliance.
- Prepare reports, background information, and presentation providing recommendations to the Municipal Development and Subdivision Authority and Council.
- Review drawings and specifications to ensure compliance with all applicable codes, bylaws and regulations.
- Issuing Notice of Decision and Development Permits.

Skills and Abilities:

- Degree or Diploma in Planning or an Applied Land Use Certificate (ALUP), Urban Studies or related diploma or degree
- Minimum 3 to 5 years or work experience in planning and development
- Be able to interpret the Town of Pincher Creek Land Use Bylaw, statutory plans, Municipal Government Act and other provincial and local legislation.
- Valid Class 5 Drivers License and acceptable driver's abstract.
- Excellent internal and external customer service skills.
- Computer skills in MS-Office, Word and Excel, and GIS are an asset.
- Strong interpersonal skills written and oral communication skills including public speaking.

The successful candidate will be rewarded with a competitive salary and benefit package dependent upon experience and/or qualifications. Hours of Work: 8am – 4pm and occasional evening meetings required.

For additional information or a copy of the job description please contact the Town Office at 403-627-3156. Qualified applicants are invited to submit their resume with a cover letter and references to:

Town of Pincher Creek
Box 159, Pincher Creek, Alberta T0K 1W0
or via E-mail: legislative@pinchercreek.ca

This competition will remain open until the position is filled. We thank all applicants in advance for their interest, however, only those selected for an interview will be contacted.