



Position Description

Position Title: Planner II
Position Reports To: Manager of Planning and Development Services
Job ID: P23-20

Position Summary:

The Planner II will provide a wide range of professional and administrative services, within the Planning and Development business area, related to current and long range planning activities of Wheatland County.

Key Responsibilities:

- Respond to verbal and written enquiries from the public.
- Respond to verbal and written inquiries related to active Planning applications from applicants, members of the public and Councillors.
- Review and process major development permit applications.
- Review and process redesignation and subdivision applications.
- Review and process miscellaneous planning applications, such as certificate of compliance requests, road closures, and boundary adjustments.
- Respond to Planning referrals from adjacent municipalities (related to major subdivision applications, major re-designation applications, statutory planning documents and appeals); bring forward major referral requests to Municipal Planning Commission / Council, as appropriate.
- Prepare reports related to Planning applications and present items to the Municipal Planning Commission and Council.
- Review and update statutory plans as directed by management.
- Provide Planning input at Planning and Development file review meetings.
- Attend weekly Planning and Development meetings to present application questions for discussion and next steps.
- Conduct site inspections related to Planning applications.
- Circulate and advertise Planning applications to internal departments and external agencies, the public, and adjacent municipalities as required by Planning legislation and County Planning Policy.
- Circulate Planning applications to engineering consultants, as required; provide review comments to applicants.

- Act as Development Officer for the purpose of signing off on development permits for the County.
- Ensure adherence to all applicable Wheatland County policies and bylaws.
- Ensure compliance with OH&S including attendance at safety meetings, being properly trained in OH&S related topics (e.g., Emergency Management training and exercises), and ensuring work is completed in a safe manner.
- Appropriately, and in a timely manner, complete administrative tasks (e.g., preparation of presentations, reports and other documentation associated with Planning applications and assigned projects), when required.
- Relate to and communicate with co-workers, management, customers and public sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and complaints promptly and professionally.
- Perform tasks, consistent with the position, including special projects / assignments, as may be required on an ad hoc basis.

Qualifications:

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) and a minimum of 3 years of experience; or, a degree in a Planning related discipline including a minimum of 3 years of related experience
- Strong experience in current and long range planning; experience in a rural municipal setting is preferred
- Eligible for membership with the Canadian Institute of Planners (CIP) and the Alberta Professional Planners Institute (APPI)
- Knowledge of applicable Planning legislation and regulatory requirements in Alberta; knowledge of the principles of rural, urban and regional Planning
- Proficiency in computer programs including Word, Excel, PowerPoint, and Outlook
- Valid Class 5 Alberta drivers' licence
- Excellent interpersonal and customer service skills
- Strong organizational and time management skills
- Effective written communication skills
- Ability to maintain a high level of accuracy / attention to detail
- Demonstrated ability to manage multiple applications, files and projects
- Ability to work independently and cooperatively in a team environment
- Ability to maintain a high level of confidentiality

Working Conditions:

- This position works a 5 day work week, Monday to Friday, with one day off in a 3 week cycle; hours of work: standard 37.5 hour work week