



Position Title: Planner I

Closes: May 20, 2019 at 4:00pm

Please Quote Job #: P19-18

Submit Resumes To: Human Resources, Wheatland County
RR1 Hwy 1
Strathmore, AB T1P 1J6
OR
Email: hr@wheatlandcounty.ca

Position Summary:

The Planner I 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.

What you will be responsible for...

- Respond to verbal and written enquiries from the public.
- Respond to verbal and written inquiries related to active Planning applications from applicants, internal staff, and members of the public.
- Review and process permitted and discretionary development permit applications.
- Review and process minor re-designation and minor subdivision applications.
- 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.
- Attend weekly and monthly meetings with the Supervisor / Manager.
- Write reports related to Planning applications and present items to the Municipal Planning Commission and Council.
- When required, prepare information and attend meetings of the 'Committee of the Whole', or informal Planning and Priorities meetings with Council
- Participate in the review and update of the Land Use Bylaw and statutory plans as directed by the Supervisor / Manager.
- Conduct site inspections related to Planning applications.
- Conduct research for projects and Planning topics, as required.
- Circulate and advertise Planning applications to internal departments and external agencies, the public and adjacent municipalities as required by Planning legislation and in line with County Planning Policy.
- Circulate Planning applications to engineering consultants, as required; provide review comments to applicants.
- Update GIS and Development Analyst with data related to internal GIS systems and appropriate filing.
- 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., provide weekly and / or monthly work list updates to the General Manager, as requested; prepare 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.
- Maintain an up-to-date and progressive professional development program with the County and the APPI / CIP.

What you will bring to the position...

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) and a minimum of 2 years of experience; or, a degree in a Planning-related discipline including a minimum of 3 years of related experience; experience in a municipal government setting would be 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
- Excellent interpersonal and customer service skills
- Ability to adapt to political, cultural, social and regulatory changes with the realm of Planning
- Critical thinking skills with the ability to consider various aspects / implications when making major decisions
- Strong organizational and time management skills
- Effective written communication skills
- Ability to work independently and cooperatively in a team environment
- Ability to maintain a high level of confidentiality
- Valid Class 5 Alberta drivers' licence

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

In accordance with Wheatland County's Personnel Policy, the successful candidate will be required to submit to a Criminal Records Check, and must be legally entitled to work for any employer in Canada.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.