

COUNTY OF ST. PAUL

5015 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences



Regional Director, Planning & Development

Who We Are

The County of St. Paul strives to be a trailblazing and welcoming region - [a leader in rural success](#) - with an outstanding commitment to community. We are a strong, trusted partner for our residents, businesses, communities, and neighbours, working each and every day [to create opportunities and desirable rural experiences](#).

The County provides a range of programs and services to residents in areas of administration, public works, and community services. These programs and services recognize the unique rural needs of our residents, such as development permits for continued growth; well-maintained roads for personal, industrial, and agricultural traffic to access and use safely; and an Ag Service Board to bring community concerns regarding agriculture to the Province. Learn more about our programs and services through our website: www.county.stpaul.ab.ca

Who We're Looking For

In partnership with the Town of St. Paul, the Town of Elk Point, and the Summer Village of Horseshoe Bay, the County of St. Paul is seeking a dynamic and experienced Regional Director of Planning and Development. Reporting directly to the County's Chief Administrative Officer, the successful candidate will guide and oversee all planning and development functions of the County, as well as the Towns and Summer Village. If you are ready to contribute to both rural and urban planning and development programs in four growing and vibrant communities, this is the role for you!

What does this role look like?

The Regional Director of Planning & Development is a senior leadership position that provides technical and professional advice to Council(s); directs planning and development activities (Statutory Plans, LUB's, policies, permits, etc.); oversees contracted service providers; presents before the Municipal Planning Commission; presents before the Intermunicipal Subdivision and Development Appeal Board or Land and Property Rights Tribunal; and works with builders, developers, and the public regarding planning and development matters.

Reports to

County of St. Paul's Chief Administrative Officer

Working hours

Monday – Friday, 8:30 a.m. to 4:30 p.m.

[View the detailed job description.](#)

Phone: 780-645-3301

Email: countysp@county.stpaul.ab.ca

What does this role need?

- Degree in Planning, Urban Studies, Geography, or related field.
- 12-15 years of progressive experience, including leadership, budgeting, administration and human resource management.
- Experience interpreting and administering legislation, bylaws, policies and procedures, urban and rural land use, subdivision, and planning and development control practices.
- Experience in land use enforcement and appeal processes.
- Experience working with Councils, boards, committees, external agencies, contractors, developers, and the public.
- Experience working with, recruiting, managing, training, and mentoring staff.
- Experience with critical and creative thinking, ability to evaluate situations and exercise good judgement in making decisions.
- Experience working with or within a municipal organization.
- Registered Professional Planner.

Benefits & Compensation

The County of St. Paul offers comprehensive compensation and benefits, with benefits beginning after one month of employment. Employees contribute to the Local Authorities Pension Plan, building towards their future retirement.

All full-time employees receive 3 weeks of vacation, pro-rated to their start date.

Interested?

Please forward your cover letter, resume, and references by **Friday, May 22, at 4 p.m.** to jobs@county.stpaul.ab.ca.

We thank all applicants for their time and interest! Please note that only those selected for an interview will be contacted.