



EMPLOYMENT OPPORTUNITY

Director, Planning & Development

Join Our Team at Clearwater County!

Do you have a proven track record in leadership, strategic planning, and community development? Clearwater County is seeking a dynamic and experienced Director of Planning and Development to lead our land use, economic, and community growth initiatives. Reporting directly to the CAO, you will guide critical projects, provide expert advice to Council and committees, and oversee comprehensive land use planning and development programs. If you are ready to make a lasting impact on a vibrant and growing community while working in a collaborative, values-driven environment, this is the role for you.

Responsibilities:

Director, Planning & Development is a senior leadership position that directs and evaluates the effectiveness of projects and programs in relation to Land Use Planning & Development as well as Economic Development and advises County lands development and sale (Nordegg & Caroline). This Director provides interpretative, technical and professional advice to Council, legislated Committees associated with land use and appeals, as well as other County departments.

Required Qualifications:

- Post-secondary degree in Planning, Public Administration, Business or related field.
- 8 – 10 year's progressive experience, including leadership, budget planning and administration.
- Experience in interpreting and administering legislation, bylaws, policies and procedures impacting the principles and practices of planning and zoning, planning, development, subdivisions, economics, land use, and environment issues.
- Experience in legislative compliance, land use planning and appeal processes.
- Experience working with Councils, boards, or committees.
- Experience with critical organizational thinking and ability to evaluate situations and exercise good judgment in making decisions.
- Will consider an equivalent combination of relevant education and experience.

Assets/Preferred:

- Experience working with municipal governments.
- Registered Professional Planner (RPP).
- National Advanced Certificate in Local Authority Administration certificate(s) and Certified Local Government Manager (CLGM) designation or equivalent certifications preferred.
- Current First Aid/CPR certification.

How to Apply:

- Submit your resume and cover letter **as attachments**, using the naming format: **LastName_FirstName**.
- Attach all documents in either Word or PDF format only and reference the posting in the body of your email.
- Do not include any links or shared documents; **ONLY attach Word or PDF** files directly to your email.
- Send your application to hrapplications@clearwatercounty.ca. Applications are open until filled.
- To ensure your application is received, use an email address other than Hotmail, as applications from Hotmail addresses may not be received or processed due to security reasons.

Due to the high volume of applications, only candidates selected for further consideration will be contacted.

Clearwater County sincerely thanks all applicants for their interest in joining our team.

Applications are open until they are filled.