

Career Opportunity

Planning Services Department | Permanent Full-Time Position | Monday - Friday | 8:30am - 4:30pm

The Opportunity

With an upcoming retirement, Lacombe County is seeking an experienced, collaborative, and supportive leader to serve as the next **Director of Planning Services**.

Reporting to the County Manager, this senior role is responsible for providing strategic leadership and oversight to the Planning Services team, including long-range and current planning, development policy, and economic growth initiatives.

The successful candidate will play a pivotal role in shaping the future of land use and development across the County - balancing growth, sustainability, and community needs.

Key Responsibilities

- Provide strategic direction and management of the Planning Services Department, including Long-Term Planning (planning projects, land use policy development), and Current Planning (redesignation, subdivision, development and compliance).
- Oversee the development and implementation of municipal plans, bylaws, and policies including the County's *Municipal Development Plan, Land Use Bylaw, and Economic Development Strategy*.
- Prepare annual operating and capital budgets and manage departmental expenditures.
- Work collaboratively with the County Manager, Council, and other departments to align planning initiatives with the County's Strategic Plan. Develop action plans setting out how the department will contribute to the delivery of the County's programs, services, and plans.
- Exercise the duties of the Subdivision Authority and Development Officer, ensuring compliance with the Municipal Government Act, Subdivision and Development Regulations, and County bylaws.
- Liaise with residents, developers, other levels of government, and neighbouring municipalities to foster cooperative planning and development practices.
- Attend Council and Board meetings as required, responding to inquiries on planning and development related matters.
- Coordinate and manage the drafting, negotiation and implementation of development agreements.
- Represent Lacombe County on committees and at regional meetings related to planning and development.
- Maintain effective public relations with other County employees, ratepayers, community leaders, committee and board members, and the general public.
- Lead, coach, and develop Planning Services staff, fostering a culture of professionalism, collaboration, and customer service.



Key Qualifications

- A post-secondary degree in a related field, such as Urban and Regional Planning, Land Use Planning, Public Administration, Business Administration, etc.
- APPI Regulated members required preferred. A CLGM designation is an asset.
- A minimum of 10 years of progressive experience in municipal or regional planning, preferably with demonstrated leadership and supervision experience. Comprehensive understanding of the Municipal Government Act, Subdivision and Development Regulations, Land Use Bylaws, and other legislation affecting municipal planning and development. Proven experience developing and implementing municipal planning documents, bylaws, and policies.
- Demonstrated success in leading multidisciplinary teams and managing departmental operations, budgets, and strategic initiatives. Must be a leader who wants to build on a culture that embraces innovation, change and development.
- Demonstrated communication and interpersonal skills, with the ability to foster collaboration and build effective working relationships with staff, Council, and the public.
- Demonstrated experience in project management (planning, budgeting, cost estimating and scheduling).
- Alberta class 5 driver's license is required.
- Ability to attend evening and/or weekend meetings or other events as required.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, as well as the APEX Supplementary Pension Plan.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment *plus* participation in the flex time program.

At the County, our open door, collaborative and supportive work environment encourages employees to share ideas and work together as a team. It's a respectful workplace and employees are encouraged to express opinions and ideas. And, it's a flexible workplace so that you can balance the work commitments with your life commitments.

To express interest, please forward your application no later than 8AM, November 10, 2025 to:
hr@lacombecounty.com.

Applications will be reviewed and scheduled for an interview as they are received.
 This position may be filled before the deadline date.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.
Please note: All applicants must be legally entitled to live and work in Canada.
 This competition may remain open longer until a suitable candidate is found.