

Manager of Planning and Development Services

Position Summary

Reporting to the General Manager of Infrastructure and Planning Services, the Manager of Planning and Development Services is responsible for the overall supervision and control of County municipal land use planning and subdivision processes, County development control processes and the management of County-owned lands and land programs. This managerial position may also take primary project management duties over relevant projects and difficult or contentious applications and enforcement files.

This position is based in **Edson, Alberta**.

Position Responsibilities

Strategic Leadership Responsibilities

- Assist in the preparation of annual operating and capital budgets for the areas of responsibility.
- Implement the work programs and policies as approved by County Council for the areas of responsibility.
- Supervise expenditure control within established policy and approved operating and capital budgets for the areas of responsibility.
- Prepare operational and statistical reports for the General Manager for the areas of responsibility.
- Prepare submissions to County Council for consideration and decision.
- Implement and maintain standard operating and administrative policies and procedures for the areas of responsibility.
- Establish and evaluate performance of all department functions.
- Evaluate and prepare policy and bylaw recommendations for the General Manager for the areas of responsibility.
- Ensure all work is carried out in a manner consistent with legislation, bylaws or policies.
- Present information to stakeholders displaying political acumen and using non-confrontational language

Managerial/Staff Responsibilities

- Supervise the human resources assigned to the areas of responsibility within established policies and procedures.
- Prepare annual performance appraisals for all direct report staff and review with same.
- Ensure all work is carried out in a safe and efficient manner.
- Encourage staff mentoring and personal development initiatives.
- Foster a working environment focused on continuous improvement and customer service.

Functional Responsibilities

- Supervise the development permit process in accordance with the County land use documents.
- Execute the duties of the Development Authority in accordance with the County Land Use Bylaw and Municipal Development Plan.
- Supervise the subdivision application process in accordance with the County Land Use documents and Municipal Development Plan.
- Execute the duties of the Subdivision Authority in accordance with the County Land Use Bylaw and Municipal Development Plan.
- Review and recommend public policy on land use planning to the General Manager, Chief Administrative Officer and County Council.
- Review and recommend revisions to the County land use planning documents.
- Ensure rural addressing signage is being installed and budgeted for.
- Ensure the addressing system meets all County needs and make recommendations and improvements as required.
- Ensure land sales are undertaken as per the requirements of the Municipal Government Act.
- Manage the County land leasing portfolio.
- Budget and ensure suitable maintenance of select County owned real estate holdings.
- Represent the County on external committees as approved by the General Manager.
- Present to relevant boards as Development Authority during stop order, subdivision or development appeals.
- Manage road closure procedures and right of way realignment procedures.
- Administer various legal matters in constant consultation with the General Manager.
- Advise the General Manager on the development and sale of County owned land.
- Act in the lead role for all County initiated area structure plans working with outside consultants as required
- Take primary control and direction of difficult and/or contentious applications within the function area.

Qualification, Knowledge, Skill & Ability Requirements

- Bachelors Degree in Land Use Planning or related discipline
- Five (5) years experience in a position with responsible independent decision-making capacity in a Municipal Planning setting
- Post-secondary training in Land Use Planning
- Strong knowledge of land planning theory, concepts, skills and tools
- Strong knowledge of Microsoft Office
- Valid Class 5 Drivers License
- Defensive driving
- Strong knowledge of municipal legislation, regulations and bylaws
- Ability to work independently and as a team player
- Demonstrated supervisory skills



- Excellent interpersonal skills
- Excellent organizational and time management skills

Working Environment

- Work is conducted in an office environment with long periods of sitting and in a field environment requiring travel during all seasons.
- Position involves managing both short term and long term projects/files.
- Public contact is often confrontational.

The salary range is **\$125,869 to \$156,078 per year**. Yellowhead County offers a competitive benefit package.

Please apply online at www.yhcounty.ca/jobs. This competition will close **October 1, 2025 at 4:30 PM.**

Thank you for your interest in Yellowhead County careers. At this time, we will only be contacting applicants who have been selected to move forward in the recruitment process. If you are selected, you will be contacted by Human Resources.