



County of Stettler Career Opportunity

Planner

About the Community

Located in the heart of Alberta, the County of Stettler serves a thriving agriculture community with economic opportunities in oil and gas and related manufacturing. Our community benefits from a strong tourism sector driven by nearby attractions such as Buffalo Lake and the renowned Alberta Prairie Steam Train Excursions. With a trading area population of roughly 11,000, the County of Stettler, located one hour east of Red Deer, provides comprehensive municipal services and outstanding recreational amenities, offering an exceptional rural lifestyle for residents and newcomers alike. To learn more about the County please visit www.stettlercounty.ca.

The Opportunity

The County of Stettler No. 6 is recruiting for a Planner to join our small and active Planning & Development team. Reporting to the Director of Planning & Development, the Planner works with applicants, the public and County staff to process approvals under the County's Land Use Bylaw, statutory plans and policies. The Planner also assists with the preparation of new plans, updating of existing plans, policy development and research on various land use planning matters. Routine activities include:

- Responding to verbal and written enquiries from applicants, internal staff, and members of the public.
- Reviewing and processing development permit applications as assigned by the Director.
- Reviewing and processing subdivision applications and Land Use Bylaw amendment applications as assigned by the Director.
- Reviewing and processing miscellaneous planning applications, such as road closures and license of occupation agreements, as required.
- Writing reports related to applications and planning topics and present items to the Municipal Planning Commission and Council.
- Participating in the preparation, review and update of the Land Use Bylaw and statutory plans as assigned by the Director.
- Conducting site inspections related to applications and planning matters.

- Conducting research for projects and planning topics as required.
- Assisting with enforcement of the Land Use Bylaw as required.

The successful candidate will have the professional skill to develop and maintain positive working relationships with residents, landowners, other staff, external service providers and other levels of government. This position is considered entry level for those interested in starting a career in a municipal planning department. Training and mentoring will be provided for the right candidate.

Educational and Experience Requirements:

- Post-secondary degree in land use planning from an accredited program
- Alberta Professional Planners Institute (APPI) regulated member required or preferred
- Experience in a municipal office environment (preferred)
- Knowledge of applicable planning legislation and regulatory requirements in Alberta
- Knowledge of the principles of rural, urban and regional planning

Skill Requirements:

- Excellent written and verbal communication skills
- The ability to work cooperatively and productively in a team environment
- A high degree of competency in using computers for planning, reporting and analysis including use of Microsoft Office Suite software and other municipal software
- A commitment to continuous improvement and excellent customer service
- Ability to adapt to political, cultural, social and regulatory changes within the context of land use planning.
- Critical thinking skills with the ability to consider various aspects and implications when making major decisions and formulating recommendations.
- Strong organizational and time management skills.
- Valid Class "5" Driver's License required. Drivers Abstract must be provided

Hours of Work: Monday – Friday, 8:30 a.m. to 4:30 p.m. (35 hours/week)

Location of Work: County of Stettler No.6 Administrative Office in Stettler, AB. Hybrid work arrangements (combination of remote and in-office) will be considered.

Salary: The County of Stettler offers a competitive salary and an excellent benefits package including participation in the Local Authorities Pension Plan. The annual salary range for this position is \$85,000 to \$97,500.

How to Apply: Qualified candidates are invited to submit their cover letter and resume to Craig Teal, Director of Planning & Development at cteal@stettlercounty.ca. This opportunity will remain open until **January 19, 2026**. Screening of applications and invitations for interviews will begin January 26, 2026.

Please note: the successful applicant will be required to provide a criminal records check.

The County appreciates all applications; however, only those selected for an interview will be contacted.