

### **Position Summary**

This is an entry- to mid-level professional Planning position that, with progressive experience, requires an increasing degree of project management responsibility, and the implementation of planning strategies, statutory documents, and municipal policy. The position requires a thorough knowledge of related Acts and Regulations and the Alberta planning process. The Planner primarily works independently working with applicants and stakeholders, and in preparing reports and presentations to Council.

### **Core Accountabilities**

- Interact with the public on an ongoing basis through telephone and written enquiries as may be required to convey Planning information to citizens and other individuals and groups.
- Review, process and manage redesignation, subdivision, and occasional development permit files for compliance with policy, regulations, and technical requirements. Files are typically of a low- to moderate- complexity, with the occasional requirement to process more complex applications.
- Support the Manager, Supervisor and Senior Planners on department projects and significant planning files through research, engagement and other work.
- Prepare and present reports to Council, County committees, and to appeal boards as required.
- Interpret and implement relevant regional, intermunicipal, and County policies, standards and legislation and formulate administrative recommendations for approving authority.
- Review and respond to referrals from internal departments and government agencies.
- Assist in the monitoring and amendment of the County's Land Use Bylaw to ensure development regulations and processes are up to date.
- Participate in internal department process improvement initiatives.
- Mentor more junior staff from time-to-time and act as a resource for other team members according to expertise within the department.

- Assist in the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.
- Monitor and review Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Prepare and present reports, materials, and opinions as a representative of Rocky View County to other government and non-government agencies and committees as required.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other people at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

### **Position Requirements**

A bachelor's degree in planning or related field is required along with a minimum of 2 to 4 years of demonstrated professional experience in Planning or a related field is required (consideration for Land Use certificate and 2+ years of Planning experience). This is in combination with a demonstrated track record of working collaboratively in a team environment, and a record of successfully completed assignments. Scope of the experience should include a demonstrated awareness and knowledge of municipal planning, and a working knowledge of the provincial planning and legislative framework.

- Understands and applies provincial and municipal planning policies, legislation, processes, procedures, and statutory Planning documents.
- Interprets and applies relevant municipal/provincial policy to the processing of applications and the development and preparation of planning documents with no major oversights.
- Works independently or as part of a team to seek out and synthesize information resources in a clear and concise fashion in the processing of applications.
- Demonstrates strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Demonstrates knowledge, interpretation, and application of subdivision design, site planning and environmental planning concepts and their applications in the processing of planning applications.

- Works collaboratively with and communicates effectively and positively with other team members, departments, and external municipal and provincial government personnel.
- Possess and exhibit strong skills in presentations to Council, community associations and government departments as required.
- Manages time effectively to juggle multiple deadlines and tasks and is required to work within irregular and tight time frames.
- Takes initiative to identify and resolve problems regarding planning applications that may be unique and complex.
- Makes sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.
- Able to manage time-sensitive and politically sensitive matters and to think and react quickly and effectively to problems that may arise from time to time.
- Previous related experience particularly in a public sector environment is preferred.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

*We thank applicants for their interest. Only those selected for an interview will be contacted.*

Applications can be submitted online at [www.rockyview.ca/careers](http://www.rockyview.ca/careers)

Closing Date: September 30, 2025 or until a suitable candidate is found.