

Who We Are

PRMS is a regional organization providing planning, safety code and GIS services to 24 member municipalities across over 4 million hectares in east central Alberta. Our Municipal membership is diverse, ranging from large rural counties to small villages, and everything in between.

PRMS members are communities that work together to create resiliency based on a foundation of regional collaboration.

Benefits of Joining PRMS

- ✓ Opportunity to work on a broad range of projects
- ✓ Work with both Rural and Urban Municipalities
- ✓ Opportunity for creativity in your work
- ✓ Competitive Salary & Benefits
- ✓ Work-life Balance (every second Friday off)
- ✓ Casual internal work environment

The Opportunity for You

Palliser Regional Municipal Services (PRMS) is seeking a Planning Technician to join our team working out of the PRMS office in Hanna.

This position plays a key role in supporting planning services across our member municipalities by managing high-volume, process-driven subdivision and development applications. The Planning Technician must be highly organized and detail-oriented, with strong communication and customer service skills, and the ability to manage multiple files, meet legislated timelines, and support applicants through established processes.

This position's primary responsibility is to ensure that subdivision and development applications are processed efficiently and in accordance with the Municipal Government Act, provincial regulations, and municipal planning documents. Responsibilities include, but are not limited to:

- Administer and process subdivision applications, including intake, circulation packages, notices, basic report writing and file coordination
- Process routine subdivision applications, including farmstead separations, in accordance with established policies
- Support complex subdivision applications through file coordination, advanced circulation requirements, and preparation of supporting documentation
- Process and issue development permits, including application review and decision, MPC reports, and circulation and notices
- Assist with rezoning and other planning applications, including circulation and file coordination
- Maintain accurate records and tracking systems for all planning files
- Provide front-line customer service and respond to inquiries from the public and municipalities

Qualifications

- Post-secondary diploma, certificate or degree in planning, geography, or related field (preferred)
- Experience in municipal planning, subdivision or development services (preferred)
- Experience in a municipal or administrative environment (preferred)
- Candidates without direct planning education or experience but with relevant skills and a strong willingness to learn are encouraged to apply; training will be provided
- Familiarity with the Municipal Government Act and legislative planning documents is an asset
- Strong organizational, communication, and time management skills
- High attention to detail and ability to manage multiple priorities
- Salary will be based on qualifications and experience

Contact Details

Qualified candidates should submit a cover letter and resume to:

Devin Diano, CEO/Director of Planning

E-mail: ddiano@palliserservices.ca - Phone: (403) 854-3371

We thank all applicants for their interest; only those selected for an interview will be contacted. This position will remain open until filled.