

Senior Planner, Special Projects (Temporary – 1 Year)

Sturgeon County

Closes October 16, 2026

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=57732&page=jobdetails&jobid=J0926-0936&BRID=EX363463&SBDID=21359&LANG=1>

Salary range: \$108,100 - \$137,546

This position provides reports directly to the Program Lead, Long Range and Regional Planning and provides support to the Planning and Development Team through an advanced level of planning knowledge and expertise on a wide variety of planning and development topics. This position serves as an advisor and researcher for policy, regulation, and strategic planning topics for the program areas: Long Range and Intermunicipal Planning; Current Planning; and Development and Safety Codes.

This position is eligible for a hybrid work model, whereby employees can work both remotely and from a Sturgeon County office location. Specific in-office expectations will be discussed during the recruitment process.

KEY DUTIES AND RESPONSIBILITIES

Special Projects and Policy/Regulation Research (90%)

- Under the direction of the Program Lead, Long Range and Regional Planning and other relevant Program Leads, the position will oversee complex, sensitive, and multi-disciplinary initiatives pertaining to planning and development projects that advance the County's strategic outcomes.
- Supports the relevant Program Lead and, where appropriate, coordinates working groups to support the development of key statutory and strategic documents.
- Creates opportunities for dialogue, collaboration, shared visioning, outcome measurement, and partnership using various engagement approaches and initiates appropriate action with community stakeholders, municipal neighbours, and other appropriate parties.
 - This includes engagement of internal departments and committees,
- Provides and presents comprehensive research, analysis, and reporting to support strategy development, communication and solution identification to Council, colleagues and external parties as required including:

- Preparation of policy papers and planning documents to identify and/or address current /emerging land use and development requirements of the municipality.
- Developing Request for Decision documents, briefings and presentations for Manager or General Manager, executive management, and Council consideration as appropriate.
- Evaluates, negotiates, and confirms planning requirements in statutory plans and plan amendments.
- Provides professional planning advice and interpretation on matters related to various planning projects and give direction where appropriate to various internal and external stakeholders.
- Obtains and interprets legal or other internal / external advice when applicable.

Other Related Duties (10%)

- Where required, represents the organization on external committees, engagements, or interfaces, working to actively observe, evaluate, articulate, and report on matters of importance.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

The following are required in this position:

- Post-secondary bachelor's degree in urban and/or Regional Planning or a closely related field.
- Eligibility for registration as a Registered Professional Planner (RPP) with the Alberta Professional Planners Institute and as a member of the Canadian Institute of Planners.
- A minimum of 5 years of relevant professional planning experience related to policy development, interpreting, analyzing, and recommending policy directions/options and convening stakeholders to collectively solve problems; two (2) years of which should include, leading planning projects.
- Experience in public engagement, systemic design, program development, and evaluation.

- Demonstrated experience in developing and leading effective community/stakeholder engagement, with excellent facilitation skills.
- General knowledge in a variety of fields such as quantitative research methods, community development, urban planning, and development.
- Working knowledge and implementation experience with land use planning best practice.
- A broad understanding of policy development as well as a relational understanding of other planning functions.
- Ability to read, research, follow, and understand processes, procedures, and policies to perform work in accordance with expectations, including the ability to analyze land use plans, provincial and municipal policy, planning documents, applicable engineering, planning, development regulations, and development agreements.
- Driven, motivated, self-starter that can determine necessary course of action in new and unique situations, and effectively determine when feedback or input is required from others.
- Ability to exercise and apply sound judgment, analyze, and solve complex problems, take initiative, and make informed decisions.
- Ability to regularly engage and collaborate with stakeholders to facilitate open and thought-provoking discussions to address current and future needs of the county.
- Ability to prioritize and manage time effectively, working well and effectively under pressure while meeting deadlines, including strong project management and organizational skills and the ability to motivate others towards achieving a common goal.
- Ability to professionally engage, generate common understanding, create a shared vision, and build working relationships in an environment of diverse stakeholders.
- Proven ability to reach agreement with others in an objective, logical and sensible manner.
- Proactively identify and recommend sound solutions to leadership that are based on experience, research and understanding of the organizational goals and priorities.

- The ability to work efficiently and effectively either independently or in a team environment.
- Fully competent in using Microsoft Office suite applications including Outlook, Word, Excel, and PowerPoint.

The following are considered assets or preferences in this position:

- Post-secondary master's degree in urban and/or Regional Planning or a closely related field.
- Proficiency in GIS is preferred.
- Experience with Adobe Creative Suite (Photoshop, Illustrator, Acrobat, InDesign), AutoCAD, and/or ArcGIS is an asset.