

# Employment Opportunity Planner I



Additional information available at [www.cochrane.ca/jobs](http://www.cochrane.ca/jobs)

**APPLICATIONS CLOSE  
November 27, 2016**

## HOW TO APPLY

Upload your cover letter and resume by applying directly online; visit [www.cochrane.ca/jobs](http://www.cochrane.ca/jobs)

|              |                                                 |
|--------------|-------------------------------------------------|
| Type         | Full Time                                       |
| Hours        | 35 hrs./week<br>M-F 8:30am to 4:30pm            |
| Compensation | Commensurate with experience and qualifications |

All applicants must be legally entitled to live and work in Canada.

**The position requires the successful completion of a Criminal Record Check.**

The Town of Cochrane thanks all applicants for their interest, but advises that only those selected for an interview will be contacted.

The Town of Cochrane is a growing municipality in southern Alberta with a population of over 23,000 people and growing steadily every year! Cochrane's roots are steeped in world-famous ranch country, with an authentic western feel, reflected in the Town's architecture and friendly people. The Town of Cochrane welcomes creative and skilled individuals to join our team! We uphold values of financial, social, environmental sustainability and are committed to serving the community. The Town of Cochrane is seeking dynamic professional with a mind for problem solving to join the Planning team! This is a permanent full-time and benefit eligible position working a 35hr./week schedule.

## Position Summary:

Reporting to the Manager, Planning, you will assist with the processing of statutory and non-statutory planning documents, development & subdivision applications and the preparation of reports & presentations for the Cochrane Planning Commission, Council & Subdivision and Development Appeal Board.

## Key Accountabilities:

1. Process development and subdivision permit applications.
2. Review applications to ensure compliance with statutory and non-statutory planning documents.
3. Prepare reports and recommendations that will be used in presentations to the Town of Cochrane Council, Cochrane Planning Commission, the Subdivision and Development Appeal Board or other related committees.
4. Respond to customer inquiries regarding planning policy and procedures, development regulations and any current planning applications.
5. Assist senior colleagues by conducting research, providing administrative technical support and help with various planning-related projects.
6. Attend meetings, open houses, etc. as required outside of regular business hours.
7. Perform site visits/inspections in order to verify site conditions and development suitability.
8. Provide input toward process improvements and work to implement efficiencies.
9. Assist in the future development of statutory and non-statutory planning documents.

## Education and Experience:

- Bachelor's Degree in Planning or a related discipline
- Knowledge and understanding of Alberta planning legislation and policy
- Experience with Microsoft Office applications
- Previous planning experience considered an asset
- Municipal experience considered an asset
- Experience with Adobe Acrobat or GIS considered an asset

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**The position requires the successful completion of a Criminal Record Check and Drivers Abstract.**

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## Skills and Abilities:

- Strong attention to detail
- Good oral/written/presentation skills
- Strong organization and time-management skills
- Ability to demonstrate integrity and professionalism
- Ability to analyze and interpret technical information
- Ability to work independently and as a team member
- Ability to communicate tactfully and diffuse escalating situations
- Understanding and awareness of political influences upon work
- Ability to negotiate and problem solve within the scope/authority level of the position
- Understanding of the role planning fulfills within the municipal government/organization context
- Ability to develop and maintain constructive relationships with internal and external stakeholders
- Understanding of provincial planning legislation, issues and their associated impact on planning related applications

## Certifications, Licenses and/or Designations:

- Membership or eligibility for membership within the Alberta Professional Planners Institute (APPI)
- Alberta Class 5 driver's License

## Working Conditions:

*Physical Effort:* Predominantly a normal office environment where a computer/keyboard/mouse are used as tools of the job; occasional physical effort required when performing construction site inspections/visits such as:

- Bending, crouching
- Standing and/or walking on uneven surfaces
- Carrying and setting up various presentation materials such as boards and displays up to 20lbs

*Work Environment:* The job is performed in an environment where there are occasional exposures to adverse working condition on a short-term duration, with limited intensity:

- Exposure to varying weather conditions when performing site visits or operating a motor vehicle
- Exposure to dust, fumes, noise, equipment/machine operation, etc.
- Working alone or at night on occasion