



**Lac La Biche County**  
welcoming by nature.

## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **MANAGER, PLANNING & DEVELOPMENT**

Lac La Biche County is hiring for the full-time, permanent position of Manager, Planning & Development. Reporting to the Director, Planning & Infrastructure, this position is responsible for overseeing all land use planning and development activities in the County. The Manager will lead the planning and development team in areas of land use planning as specified within the Municipal Development Plan of the County.

Lac La Biche County is rich in potential, and seeks direction to plan future developments that meet the community's growing economic, social, recreational, and environmental needs. We offer a progressive and dynamic position coupled with a country community lifestyle.

The duties and responsibilities of the position include but are not limited to the following:

- Responsible for long-term sustainable planning work by preparing and processing new policies, facilitating new major projects, liaising with internal departments, Council, and community groups;
- Effectively handle projects or areas of specialization that are complex, highly sensitive and that have significant future impact;
- Oversees/delegates special planning related projects (i.e.: area structure plans, inter-municipal development plans, etc.);
- Preparation of department notices for publication, maps, and graphics;
- Preparation of operational and capital budgets and monitor budgeted expenditures and revenues throughout the operational year;
- Responds to public inquiries and complaints related to the Planning and Development function area;
- Drafts RFD's, policy proposals and recommendations for the County Council;
- Attends and presents items with recommendations to Municipal Planning Commission meetings, Subdivision and Appeal Board hearings, Council meetings, Policy and Priorities Committee meetings and other meetings as required;
- Reviews all statutory documents and presents policies and bylaws to Council for consideration and possible adoption;
- Delegates required follow-up from various meetings and ensures completion of items including subdivision approvals;
- Responsible for the management of all County owned lands, including cemeteries;
- Maintain positive public relations with developers to promote future development in Lac La Biche County;

Qualifications:

- University Degree or a Post secondary Diploma in Planning or a related field. Education in Land Use Planning would be an asset;
- Three to five years in Municipal Government Management is required;

- Solid leadership, management and strategic business planning skills which include: excellent communication and interpersonal skills to work with the public and personnel to foster a positive team environment;
- Strong leader and visionary capable of using influence successfully;
- Considerable concentration and mental effort is required to perform this job.

Lac La Biche County offers a comprehensive benefits package and pension plan. Salary range for the position is \$71,690.77 - \$88,789.06. Salary is commensurate with experience and qualifications.

In accordance with Lac La Biche County's Human Resources Management Policy, the successful candidate will be required to provide a criminal records check, a child welfare intervention screen, a driver's abstract, and a medical assessment. Candidates will be advised of this requirement at the time of interview.

Applications will be accepted until a suitable candidate is hired.

Interested candidates are invited to forward their resumes in strict confidence to:

Attention: Human Resources  
Lac La Biche County  
Box 1679 (SH 663 & Range Road 135)  
Lac La Biche, AB T0A 2C0  
Phone Rebecca McCordic at 780.623.6808 or Cassandra Diesel at 780.623.6742  
Fax: 780.623.2039  
Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.