



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

### **Planner I**

#### **Full-Time Permanent**

Under the direction of the Senior Manager, the Planner I is responsible for working on special projects related to urban and rural planning activities including, but not limited to preparing reports and amendments to the County Municipal Development Plan and Area Structure Plans, as well as support development staff in the processing of Land Use Bylaw amendments and applications for subdivision.

#### **Responsibilities:**

##### **Management of Planning Documents**

- Support the Senior Manager in the management of all adopted statutory and non-statutory planning documents to ensure they are current, consistent and publically accessible;
- Act as project manager in the updating or creation of new planning documents in support of a sustainable Lac La Biche County;
- Be a corporate resource for interpretation and advice on planning policy in support of projects by other County departments and to the Planning & Development department on development applications and special projects; and
- Public, corporate and political education and awareness building with respect to adopted planning policy.

##### **Processing of Statutory Planning document amendments**

- Conduct pre-application meetings with customers; visits sites to review conditions and compatibility of land uses, and liaise with other government and non-government agencies;
- Prepares and processes planning document amendment applications from developers, which includes ensuring adherence to the public consultation policy. Prepare documentation for presentation to County Council. Carries out the required notice and advertising provisions;
- Liaises with other County departments as part of developer meetings and file referrals; and
- Assists in negotiation and preparation of servicing agreements, security collections, utility right of way agreements, easement agreements, and other land related agreements.

##### **Support on Land Use Bylaw Amendments and Subdivision Applications**

- Attend pre-application meetings with customers to support Development Officers;
- Provide planning policy comment of referrals for subdivision and amendments to the Land Use Bylaw; and
- In support of the Development Officers process applications for development, subdivision or amendment to the Land Use Bylaw as required.

## **Special Projects**

- Conducts research for review of Planning and Development related bylaws and policies;
- Manage internal projects to update and create planning documents updates including public engagement and approval processes; and
- When required sit as department liaison/resource on County project teams, steering committees or boards.

## **Qualifications:**

- Postsecondary degree in land use planning or related discipline which may include completion of Applied Land Use Planning Certificate (ALUP);
- Minimum of three years of related experience in planning and development preferably in a municipal setting;
- An equivalent combination of education and experience may be considered; and
- Membership or eligibility for membership with the Canadian Institute of Planners.
- Valid class 5 driver's license.
- Working knowledge of applicable federal, provincial and municipal legislation, including but not limited to the Municipal Government Act, Subdivision and Development Regulation, local Municipal Development Plan, Land Use Bylaw, area structure plans, off-site levy bylaw and policies; and
- Working knowledge of principles and practices of urban and rural planning and development.
- Ability to interpret and implement federal, provincial and municipal legislation;
- Ability to interpret, implement and adhere to organizational policies and procedures;
- Ability to write new and update planning policy;
- Must be proficient with Microsoft Office and standard desktop publishing applications.
- Familiarity with GIS mapping tools and programs;
- Working knowledge of map reading and navigating throughout the municipality;
- Must possess political acuity and maintain a high degree of confidentiality;
- Ability to prepare technical reports through research and data compilation;
- Ability to prepare and understand document conveyance with respect to legal agreements, registration of documents with Land Titles, etc.;
- Ability to make verbal presentations to governing bodies, decision making boards/commissions and public sessions;
- Project Management training and experience would be considered an asset;
- Superior written and verbal communications skills with the ability to facilitate and influence; and
- Must be able to work with little supervision, while possessing superior analytical and organizational skills, and the ability to work as a team member along with a high level of professionalism in public relations.
- Must submit a Driver's Abstract and Criminal Record Check that meets the satisfaction of the County

## **Salary range is \$71,416.80 to \$92,437.80 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits

- Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 63-CP-18
- Closing Date: This competition will remain open until a suitable candidate is found.

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

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

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