



## **Development Planner (Hybrid)**

### **Our Community:**

People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With annexation complete, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy.

### **We Are:**

The Town of Okotoks is a progressive organization; offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution” which empowers employees to focus on organizational outcomes and supports a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

### **The Opportunity:**

Reporting to the Community Growth & Investment Manager, the Development Planner is responsible for effectively processing and considering all development related submissions (Land Use Amendments, Development Permit applications and related engineering, landscaping, lighting plans, Development Completion Certificates etc.) received by the Town from clients within the parameters of the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, area structure plans, outline plans and other Town policies and practices. As an authorized Development Officer under the Land Use and MPC Bylaws, this role is responsible for:

- Review, analyze, conduct site inspections and approve development related submissions, or present them, along with recommendations, to the appropriate approving authority;
- Attend Council, MPC, or SDAB meetings as required regarding development related issues;
- Investigate Land Use Bylaw complaints and take the necessary enforcement action, including compliance follow-up on conditions and amendments according to Land Use Bylaw and Town practices;

- Review and approve Certificates of Compliance including variance requests and encroachment/amending agreements;
- Provide information on general inquiries and assistance to applicants;
- Conduct all activities according to OH&S and Town standards;
- Coach and mentor co-workers as required;
- Stay current with legislative and industry changes to traditional practices;
- Complete special projects as required.

### **What You Bring**

- A Land Use Planning Certificate
- A degree or diploma in Planning is preferred
- Eligibility for membership in the Alberta Developers Association
- 3-5 years directly related experience, preferably in a municipal environment
- Proven strong oral and written communication, multi-tasking and priority setting skills
- Focus on customer service
- Proficiency with Microsoft Office suite

### **What We Offer:**

- Competitive Salary
- Comprehensive benefit and pension plans
- Career development
- Flexible work schedule
- So much more!

### **Pre-employment Requirements:**

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and possibly a driver's abstract depending on the position.

### **How to Apply:**

Applicants are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

<b>Business Centre</b>	Community Growth, Investment & Sustainability
<b>Position Type</b>	Full-time permanent
<b>Compensation</b>	\$88,907-\$97,976 annually
<b>Hours of Work</b>	37.5 per week
<b>Number of Openings</b>	1
<b>Police Record Check Required</b>	Yes
<b>Driver's Abstract Required</b>	Yes
<b>Deadline to Apply</b>	March 26, 2023

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