



EMPLOYMENT OPPORTUNITY

POSITION:	SENIOR PLANNER – Planning and Community Services Department – Temporary Term Position, September 5, 2023, to September 6, 2024
CLOSING DATE:	July 7, 2023

The County of Vermilion River is seeking a highly motivated individual to fill a one-year Maternity leave in a contract (Temporary Term) position as Senior Planner. Reporting to the Director of Planning & Community Services, this position is responsible for a diverse workload in long range Planning, and a supportive role in complex current Planning activities, projects, and initiatives.

KEY QUALIFICATIONS:

- Graduate Degree in Urban, Community or Regional Planning, or an undergraduate degree in a related field with a significant suitable combination of training and education.
- Member in good standing with the Alberta Professional Planners Institute (APPI) or equivalent affiliate, and the Canadian Institute of Planners.
- A minimum of five (5) years progressively responsible Planning experience in community or regional planning, preferably at the local government level, within the last seven (7) years,

KEY RESPONSIBILITIES:

- Lead and assist with comprehensive land use planning, subdivision, zoning, and policy reviews; prepare reports, forecasts, studies, and compile and analyze data for various municipal purposes.
- Long-range planning at the local and regional levels.
- Apply planning practices and legislation to complete projects in a professional and timely manner.
- Conduct and facilitate presentations and workshops for public consultation.
- Work collaboratively with other departments, communities, and external agencies and developers.
- Administrative duties may include agenda preparation, data compilation, land title transfers, road closures, caveats, policy and procedure development.
- Responsible to accept and complete other duties and special projects as assigned.

SKILLS:

- Excellent organizational, time management and communication skills
- Ability to design, conduct and analyze land use and sustainability studies.
- Ability to prepare complex technical reports and policies.
- Confident with public presentations; able to represent the County in a professional manner, and negotiate with other agencies, businesses, the development community, and the public.
- Ability to work independently and with minimal supervision, yet enjoy collaborating with colleagues and peers.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: “**CONFIDENTIAL – SENIOR PLANNER**” can be submitted by **Friday, July 7, 2023**, to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB. T0B 2P0
Email: hr@county24.com Fax: 780.846.2716

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.