



## Senior Planner – Development Services

### The opportunity

Leduc County is looking for an experienced and highly motivated Senior Planner – Development Services to join our team. Reporting to the Manager – Development Services, this exciting opportunity reviews and processes subdivision and development applications, and provides development information, assistance and advice to stakeholders ensuring compliance with relevant bylaws, legislation, regulations and policies. Through effectively managing priorities and the coordination of work, the Senior Planner is a key contributor to the achievement of the department’s operational deliverables.

### About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County’s operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

### About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

Do you enjoy working with and leading teams? Are you looking for an opportunity to work both in the office and in the field?

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Contributes to the development and implementation of the department's operational plan by coordinating the County's subdivision and development application approval functions as directed by the manager.
  - Informs, assists and advises internal and external stakeholders regarding, the municipality's goals and objectives, plans and policies, land use bylaw, Subdivision and Development Regulations, and application and appeal procedures.
  - Reviews, analyzes, and evaluates subdivision applications.
  - Reviews, analyzes, assists and provides planning advice for development proposals, land use bylaw, municipal development plan, and inter-municipal development plan amendment applications.
- Provides planning services, project leadership and oversight to the development services group in the provision of subdivision and development applications, review and approval, and other development related projects.
  - Reviews, researches, and coordinates the evaluation of and response to land subdivision and development proposals prior to application.
  - Coordinates and monitors land subdivision and development applications to meet processing targets.
  - Advises on Land Use Bylaw compliance and enforcement files.
  - Mentors and provides work direction to less experienced planning staff.
- Assists front administrative staff with the assignment of files, intake applications and tracking for ensuring adherence to the legislative process.
- Designs and coordinates the delivery of public consultation processes.
  - Prepares and approves advertising and public notices for a public hearing/meetings in accordance with the statutory requirements and County policy.
- Researches and carries out special projects, studies and reports, as assigned.
- Maintains accurate records and property files.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs other related duties as required.



## What you need to succeed

### *Must-have*

- A degree in planning or a related discipline
- Three to five years of experience in the administration of land planning and development regulations with working knowledge of the legislation, policies, and regulations applicable to and affecting land use decision-making.
- Eligible for membership in the Alberta Development Officers Association and/or the Canadian Institute of Planners. This must be maintained.
- The ability to review and prepare statutory plans and evaluate complex land use, subdivision, and development proposals; and be familiar with the Alberta Land Titles system.
- Ability to read and interpret engineering plans and specifications; planning, environmental, and socio-economic reports; and building and site plans.
- Ability to effectively communicate complex technical information and provide consistent, friendly, professional customer service to internal and external customers in the face of ongoing change, regular interruptions and the pressure of deadlines.
- Ability to deliver public presentations, and prepare clear, concise reports for senior levels of management and council.
- Proficiency with Microsoft Office.
- Experience working with and leading teams.

### *Nice to have*

- Familiarity with municipal governance, operations, and knowledge of rural communities.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$87,859.00 and \$109,825.00, Flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan and a starting three-weeks vacation allocation.

The opportunity is permanent full-time is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

## How to apply

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will remain open until March 29, 2024.

We thank all applicants however only those selected for an interview will be contacted.

