

CAREER OPPORTUNITY

Director of Planning & Development



Discover Your Next Chapter: Director of Planning and Development Opportunity in Northern Alberta

Are you a visionary Director with a strong background in all aspects of urban planning and development and looking for a place that offers more than just a career? Northern Alberta is calling!

Imagine living in a place where the long summer days stretch into unforgettable nights, and the beauty of the Northern Lights dance in the sky above you. In this stunning, close-knit community, you will not only make your mark in supporting and assisting in the direction of the municipality but also leave a lasting impact on the residents and businesses around you.

Why Northern Alberta?

✦ **Endless Summer Days:** Enjoy long, golden hours with vibrant sunsets that inspire creativity and rejuvenate your spirit. The area offers a variety of active living opportunities for everyone including off-grid adventures such as camping, quadding and snowmobiling, hunting and fishing. High Level offers pristine lakes and rivers for the water enthusiasts and is THE gateway for access to outdoor activities in Northern Alberta.

✦ **Breathtaking Northern Lights:** Witness the world's most magnificent light display, as the night sky transforms into a stunning canvas of color and magic.

✦ **A True Sense of Community:** Join a place where neighbors are friends, and your work will have a real impact on the local community. Your projects will help foster growth, spark conversations, and build stronger connections.

✦ **Make a Difference:** As a Director, your work isn't just routine— **your efforts will help shape the future** of the entire community, local businesses, foster development, and bring prosperity and accountability to the operations of the Town.

✦ **Set Down Roots:** Northern Alberta offers a unique opportunity to build a fulfilling life and career in an area rich with potential. Become part of the fabric of a community and see how your presence can influence and make a difference. High Level is alive with events including local festivals, rodeos, activities and sports for all ages and members of your family. Experience the rich Indigenous culture and celebrate many First Nations events and experiences.



This isn't just a job—it's a chance to **live, create, and thrive** in one of the most extraordinary regions in the Province of Alberta.

Ready to take the leap and make a difference in Northern Alberta? Your story starts here.

The Opportunity:

As Director of Planning and Development, you are a forward thinking leader and responsible for guiding statutory planning, land use regulation, and development processes while supporting economic environmental and social goals. As the subject matter expert, you are the trusted advisor to the CAO on all things planning and development. You will lead a small but dynamic team and support them in their career journey.

Your educational background will include a degree in urban, municipal or regional planning (Masters' degree is considered an asset). Registered Professional Planner designation or eligible and willing to obtain the designation.

Your experience consists of a minimum of five (5) years of increasingly responsible positions in a municipal planning role with direct experience in leading a team. In-depth knowledge of statutory planning, land use bylaws, development and subdivision approval processes. You have strong project management skills and a proven ability to lead multiple complex initiatives simultaneously. Rounding out your knowledge is a solid understanding of the Municipal Government Act and the planning framework and hierarchy commonly used in Alberta.

In exchange for your education, experience and enthusiasm for all things planning and development related, the Town offers a competitive salary (\$120,000 - \$150,000 depending upon experience), a comprehensive benefits plan, the provincial pension plan and a supplemental pension plan, starting with three weeks of vacation, increasing every year and consideration of 10 days management time off in lieu of additional hours.

For a more detailed description of our Town and what it has to offer, please check out our website and our strategic plan at highlevel.ca

How to Apply:

Interested candidates please submit your cover letter and resume to:

Viv Thoss
Chief Administrative Officer
cao@highlevel.ca

This position will remain open until filled. Resume review will commence immediately upon receipt.

Candidates will be required to undergo a police information check

