

Planning Services Department | Permanent Full-Time Position | Monday - Friday | 8:30am - 4:30pm

The Opportunity

Lacombe County is seeking a **Planning Technician** to join its Planning Services team. This **new position** has been created to support the County's growing planning workload and to enhance the delivery of timely, consistent, and high-quality planning services in a **rural and agricultural setting**.

This role offers a unique opportunity to help shape rural development outcomes while working with a **collaborative and experienced planning team**. The Planning Technician will provide technical and customer-focused support to the Planning Services department and work closely with Planners, the Economic Development Officer, other internal departments, and the public.

Lacombe County values agriculture, community, and responsible growth. The ideal candidate brings practical rural knowledge, strong communication skills, and an interest in municipal planning legislation and processes. **Certification as a Planning Technician (CPT) or eligibility to obtain certification is strongly preferred.**

Key Responsibilities

- **Rural Planning Support:** Apply knowledge of rural land use, agricultural operations, acreages, and hamlet development to support balanced and sustainable growth. Conduct rural field inspections related to compliance, development, subdivision, and complaints.
- **Customer Service & Communication:** Respond to planning-related inquiries from the public, landowners, agricultural producers, developers and others by explaining planning processes, requirements, timelines and approvals in a clear, practical, and respectful manner.
- **Application Review & Processing:** Support the review and processing of development permit and subdivision applications to ensure compliance with the Land Use Bylaw, Municipal Development Plan, other statutory plans, and the Municipal Government Act.
- **Planning Projects & Policy Implementation:** Support planning projects, studies, and bylaw updates, and assist with the implementation of municipal planning policies and strategies.
- **Technical Expertise & Research:** Prepare maps, site plans, visual materials, and conduct planning research and analysis to support reports, decisions, and policy development.





Key Qualifications

- Post-secondary Diploma in Environmental Science & Technology, Rural Planning, Land Use Planning, Geographic Information Systems (GIS), or a related field.
- **Certified Planning Technician (CPT) designation**, or eligibility and willingness to obtain, is strongly preferred.
- Experience in, understanding of, or a strong interest in rural communities, agriculture, and municipal planning or development services.
- Strong organizational skills with a high level of attention to detail and the ability to manage multiple priorities.
- Proficiency with **Microsoft Office** applications; experience with or willingness to learn **ArcGIS, Canva, and/or Adobe** programs is considered an asset.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment *plus* participation in our flex time program.

If you are a professional with an understanding of rural land use and agricultural operations, and an interest in municipal development, with a strong commitment to public service, we invite you to help us build a safe, vibrant, and innovative community.

To express interest, please forward your application no later than 8AM, March 16, 2026 to:
hr@lacombecounty.com.

Applications may be reviewed and scheduled for an interview as they are received.
This position may be filled before the deadline date.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.
Please note: All applicants must be legally entitled to live and work in Canada.
This competition may remain open longer until a suitable candidate is found.