

The opportunity

Leduc County is looking for an experienced and highly motivated Planner – Long Range Planning to join our team. Reporting to the Manager – Regional and Long Range Planning, this exciting opportunity provides strategic land use planning information, assistance and advice to internal and external stakeholders. Through managing priorities, the Planner is a key contributor to the achievement of the department's operational deliverables.

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.

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

- Assists the Senior Planner and Manager on long range planning initiatives.
 - Prepares and reviews statutory non-statutory plans and related documents.
 - Reviews, analyzes, and evaluates intermunicipal and inter-agency referrals in relation to statutory documents.
- Provides information, assistance, and planning advice to the public, external authorities and organizations regarding plans and policies.
- Researches and carries out special projects, studies and reports as assigned.
- Presents to Council and the public as required; assists the Senior Planner in the implementation of public consultation and public hearing processes.
 - Prepares advertising and public notices in accordance with the statutory requirements and County policy.
- Maintains 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 related duties as required.

What you need to succeed

Must-have

- A degree in planning or a related discipline.
- Two (2) years of experience in long range and regional planning.
- Must maintain or be eligible for membership in the Alberta Development Officers Association or the Canadian Institute of Planners.
- Knowledge and understanding of legislation and land use bylaws related to land development in Alberta, the Alberta Land Titles system, *Municipal Government Act*, and associated regulations.
- The ability to read and interpret engineering plans and specifications; planning, environmental, and socio-economic reports; and building and site plans.
- Must be able to review, interpret and evaluate statutory plans, land use, subdivision, and development proposals.
- Must be able 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.
- The ability to deliver presentations, and prepare clear, concise reports.
- Proficiency with computer assisted design and Microsoft Office.
- Experience working with teams.
- A valid Class 5 Alberta Driver's license.

Nice to have

- Familiarity with municipal 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 \$78,533.00 and \$98,165.00, flexible work options, a 100% employer-paid comprehensive benefits package and a starting three-weeks vacation allocation.

The opportunity is temporary full-time (term position to the end of December 2028) and 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 via our website leduc-county.com to be considered.

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