



## CAREER OPPORTUNITY

### DIRECTOR OF PLANNING SERVICES

#### MUNICIPAL DISTRICT OF BIGHORN NO. 8

Are you interested in joining a growing young organization situated in one of the most desirable locations in Alberta? Are you a seasoned manager, capable of multi-tasking within a small rural organization? Do you enjoy working with people who, like yourself, bring a sense of life and vitality to the workplace?

The M.D. of Bighorn is looking for a Director of Planning Services to join our senior management team. Reporting to the C.A.O., this designated officer position is responsible for leadership and direction in the functional areas of: community planning, subdivision and development approvals, building inspection, community services (which includes F.C.S.S., library services, park development, recreation programming, and seniors' interests); and building inspection, and for broad support to the C.A.O. as necessary. The Director of Planning Services also works on developing strategies which will result in the delivery of efficient and cost effective municipal services, and provides the C.A.O., Council and other MD departments with sound recommendations relative to all Planning Services functions. The Director oversees a department with five staff: the primary function of the department is the planning and development sector. As with all M.D. positions, the Director will also have a role in the M.D.'s Emergency Management Plan.

In order to join our team, in this position, we're looking for someone who has a 7 – 10 year background in a related planning & development field, with a minimum of a university degree in planning, geography, business administration, or commerce; a certificate in Local Government Administration is also desirable. Candidates must have sound knowledge of the (Alberta) Municipal Government Act and be eligible for membership in the Alberta Professional Planners Institute. The ideal candidate must demonstrate strong management and public relations skills, including effective oral/written communication skills, experience in budget preparation/management, and planning practices/policies, and have good computer skills.

This position will appeal to candidates looking for a compensation package that includes a good salary, full benefits and pension, a generous annual vacation allotment.

If you are interested in receiving more information about this position, or in applying, please contact [robert.ellis@mdbighorn.ca](mailto:robert.ellis@mdbighorn.ca), or call (403) 673-3611 to find out more.

If, however, you've seen enough in this ad, and are excited about the opportunity to join our team, please forward your resume, listing your experience/skills/qualifications, salary expectations, and references to:

Director of Planning Services recruitment  
c/o The C.A.O.  
Municipal District of Bighorn No. 8  
Box 310 / 2 Heart Mountain Drive  
Exshaw, Alta., T0L 2C0

before 4:30 PM MST on February 8, 2019. Late submissions will not be accepted.

Thanks for your interest – we will only contact those candidates that meet our short-list requirements!