

Planner 2 | Senior Planner

Requisition Number: #213

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 2

Minimum Salary Planner 2: \$91,691

Minimum Salary Senior Planner: \$104,707

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

We are proud of offering staff meaningful work on exciting projects that will shape the future development of communities in the County. We are centred around delivering excellent customer service in a fast-paced environment, and building genuine relationships with our 15 neighbouring jurisdictions in the region. Our Planning team enjoys a collaborative and positive environment, with support to focus on work that matches individual interests and strengths. At just under a million acres and with a diverse range of communities and developments, the County is an amazing place to develop your Planning career.

What We Need

Are you an intermediate to senior-level planner looking for a high-level of professional responsibility to assist in and even lead the preparation of significant municipal policy plans, including Area Structure Plans, in a growing municipality?

We need someone with a high degree of professional responsibility in the development and implementation of planning strategies, statutory documents, and municipal policy. We also require a thorough knowledge of related Acts and Regulations and the planning process in Alberta. You will primarily work independently and prepare submissions to Council.

Senior level candidates have breadth and depth of experience in intermediate to senior level planning work and take a lead role in mentoring other staff and handling more complex duties related to this function.

We are considering applications for a Planner 2 or Senior Planner to join our Planning Policy team. We will assess candidate level through our selection process. Please state in your application the level you are applying for.



Core Accountabilities

- Interacts with the general public on a continuous basis through telephone and written enquiries and referrals as may be required to convey Planning information to citizens and other individuals and groups.
- Prepares and presents reports to Council, County committees, and to appeal boards as required.
- Prepares and presents reports, materials, and opinions as a representative of Rocky View to other government and non-government agencies and committees as required.
- Supports the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.
- Supports the preparation of concept plans within approved policy plans or limited scope conceptual schemes.
- Participates in the interpretation of relevant Municipal or Provincial Planning Policy and Regulations and formulation of employee positions.
- Monitors and reviews Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Interprets and implements relevant regional, intermunicipal, and County policies, standards and legislation and formulates Administrative recommendations for approving authority.
- Reviews and responds to referrals from internal departments and government agencies.
- Conducts research as required in response to department projects, enquiries or files.
- Assists in the monitoring and amendment of the County's Land Use Bylaw and participates in process improvement projects to benefit the department's functioning.
- Mentors junior staff and acts as a resource for Planning staff, internal departments, and the public on short and long-range planning matters.
- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation, new trends and literature.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

Seniors are expected to additionally:

- Support the County's creation, review and revision of the County's Municipal Development Plan and subordinate long-range planning documents in accordance with Regional Growth Plan policies and Council direction.
- Prepare, review, update and administer research, grant proposals, consultation processes, consultant contracts, research, and feasibility analyses.
- Manage assigned projects including the overseeing of planning work, technical and clerical support personnel involved in a project. However, supervision of employees is the responsibility of the Manager and Supervisor.
- Manage intermunicipal relationships where required on applications or projects, taking a collaborative and strategic approach to achieve successful outcomes.
- Manage and/or participates in complicated consultation processes, consultant contracts, including the preparation of Terms of Reference, and multi-disciplinary teams/projects.



Position Requirements

A Bachelor's Degree in Planning or related field is required. A minimum 5 years of demonstrated professional experience in Planning or a related field is required; this is in combination with a demonstrated track record of working collaboratively in a team environment, and a record of successfully completed assignments. Scope of the experience should include a demonstrated awareness and knowledge of planning in a rural municipality, awareness of interrelationships between jurisdictions and their respective interests and a thorough understanding of the provincial planning and legislative framework.

- Understands and applies provincial and municipal planning policies, legislation, processes, procedures, and statutory Planning documents.
- Interprets and applies relevant municipal/provincial policy to the processing of applications and the development and preparation of planning documents with no major oversights.
- Works independently or as part of a team to seek out and synthesize information resources in a clear and concise fashion in the processing of applications.
- Demonstrates strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Demonstrates knowledge, interpretation, and application of subdivision design, site planning and environmental planning concepts and their applications in a rural environment in the processing of planning applications.
- Works collaboratively with and communicates effectively and positively with other team members, departments, and external municipal and provincial government personnel.
- Possess and exhibit strong skills in presentations to Council, community associations and government departments as required.
- Manages time effectively to juggle multiple deadlines and tasks, and is required to work within irregular and tight time frames.
- Takes initiative to identify and resolve problems with regard to planning applications that may be unique and complex.
- Makes sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.
- Able to work under stressful work conditions and to think and react quickly and effectively to problems that may arise from time to time.
- Flexibility to alternate between technical to philosophical planning responsibilities as required in the task or project.
- Eligibility for Full Membership with the Canadian Institute of Planners (CIP) is considered an asset.
- Previous related experience particularly in a public sector environment is preferred.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

Seniors specifically require:

- CIP (Canadian Institute of Planners) and/or APPI (Alberta Professional Planners Institute) membership along with RPP (Registered Professional Planner) designation is considered an asset.
- Thorough understanding of rural, urban, and regional planning, their interrelationships, and the environment, related regulatory environment, implementation techniques and consultation processes.
- Ability to mentor and train other Planning employees.



ROCKY VIEW COUNTY

- Consistently deliver high quality work and professional advice.
- A successful record of managing increasingly complex planning projects, meeting deadlines and a demonstrated ability to provide leadership within a team setting.
- A successful track record related to facilitating, mediating and or negotiating in complex or otherwise difficult situations.
- A demonstrated history of successful presentations to small and large groups in both casual and formal settings.

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: July 28, 2024, or until a suitable candidate is found.