



EMPLOYMENT OPPORTUNITY

POSITION:	PLANNER – Planning & Community Services Department
CLOSING DATE:	October 4th, 2024 or a suitable candidate has been selected

The County of Vermilion River is seeking a highly motivated individual to fill a position as Planner. Reporting to the Director of Planning & Community Services, this position is responsible for a diverse workload in long range Planning, and a supportive role in complex current Planning activities, projects, and initiatives.

KEY QUALIFICATIONS:

- Graduate Degree in Urban, Community or Regional Planning, or an undergraduate degree in a related field with a significant suitable combination of training and education.
- Member in good standing with the Alberta Professional Planners Institute (APPI) or equivalent affiliate, and the Canadian Institute of Planners.
- A minimum of five (5) years progressively responsible Planning experience in community or regional planning, preferably at the local government level, within the last seven (7) years.

KEY RESPONSIBILITIES:

- Lead and assist with comprehensive land use planning, subdivision, zoning, and policy reviews; prepare reports, forecasts, studies, and compile and analyze data for various municipal purposes.
- Medium to Long-range planning at the local and regional levels.
- Apply planning practices and legislation to complete projects in a professional and timely manner.
- Conduct and facilitate presentations and workshops for public consultation.
- Work collaboratively with other departments, communities, external agencies and developers.
- Administrative duties may include agenda preparation, data compilation, land title transfers, subdivision application, road closures, caveats, policy and procedure development.
- Responsible to accept and complete other duties and special projects as assigned.

SKILLS:

- Excellent organizational, time management and communication skills
- Ability to design, conduct and analyze land use and sustainability studies.
- Ability to prepare complex technical reports and policies.
- Confident with public presentations; able to represent the County in a professional manner, and negotiate with other agencies, businesses, the development community, and the public.
- Ability to work independently and with minimal supervision, yet enjoy collaborating with colleagues and peers.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: **"CONFIDENTIAL – PLANNER"** can be submitted by **October 4th, 2024**, to:

Human Resources Administrator

County of Vermilion River

Box 69, Kitscoty, AB. T0B 2P0

Email: hr@county24.com Fax: 780.846.2716

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.