



Position Description

Position Title: Planner I

Position Reports To: Manager of Planning and Development Services

Job ID: P23-22

Position Summary:

The Planner I will provide a wide range of professional and administrative services, within the Planning and Development business area, related to current and long-range planning activities of Wheatland County.

Key Responsibilities:

- Respond to verbal and written enquiries from the public.
- Respond to verbal and written inquiries related to active Planning applications from applicants, internal staff, and members of the public.
- Review and process permitted and discretionary development permit applications.
- Review and process re-designation and subdivision applications.
- Review and process miscellaneous planning applications, such as certificate of compliance requests, road closures, and boundary adjustments.
- Provide Planning input at Planning and Development file review meetings.
- Attend weekly Planning and Development meetings to present application questions for discussion and next steps.
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- Write reports related to Planning applications and present items to the Municipal Planning Commission and Council.
- When required, prepare information and attend meetings of the 'Committee of the Whole', or informal Planning and Priorities meetings with Council
- Participate in the review and update of the Land Use Bylaw and statutory plans as directed by the Manager/General Manager.
- Conduct site inspections related to Planning applications.
- Conduct research for projects and Planning topics, as required.
- Circulate and advertise Planning applications to internal departments and external agencies, the public and adjacent municipalities as required by Planning legislation and County Planning Policy.

- Circulate Planning applications to engineering consultants, as required; provide review comments to applicants.
- Update GIS and Development Analyst with data related to internal GIS systems and appropriate filing.
- Act as Development Officer for the purpose of signing off on development permits for the County.
- Ensure adherence to all applicable Wheatland County policies and bylaws.
- Ensure compliance with OH&S including attendance at safety meetings, being properly trained in OH&S related topics (e.g., Emergency Management training and exercises), and ensuring work is completed in a safe manner.
- Appropriately, and in a timely manner, complete administrative tasks (e.g., provide weekly and / or monthly work list updates to the General Manager, as requested; prepare presentations, reports and other documentation associated with Planning applications and assigned projects), when required.
- Relate to and communicate with co-workers, management, customers and public sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and complaints promptly and professionally.
- Perform tasks, consistent with the position, including special projects / assignments, as may be required on an ad hoc basis.
- Maintain an up-to-date and progressive professional development program with the County and the APPI / CIP.

Qualifications:

- A degree in Planning recognized by the Canadian Institute of Planners (CIP) and a minimum of 2 years of experience; or, a degree in a Planning-related discipline including a minimum of 3 years of related experience; experience in a municipal government setting would be preferred
- Eligible for membership with the Canadian Institute of Planners (CIP) and the Alberta Professional Planners Institute (APPI)
- Knowledge of applicable Planning legislation and regulatory requirements in Alberta
- Knowledge of the principles of rural, urban and regional Planning
- Proficiency in computer programs including Word, Excel, PowerPoint, and Outlook
- Excellent interpersonal and customer service skills
- Ability to adapt to political, cultural, social and regulatory changes with the realm of Planning
- Critical thinking skills with the ability to consider various aspects / implications when making major decisions
- Strong organizational and time management skills
- Effective written communication skills
- Ability to work independently and cooperatively in a team environment
- Ability to maintain a high level of confidentiality
- Valid Class 5 Alberta drivers' licence

Working Conditions:

- This position works a 5 day work week, Monday to Friday, with one day off in a 3 week cycle; hours of work: standard 37.5 hour work week
- Hybrid work schedule is available, with a combination of remote and in-office days throughout the work week.