



DIAMOND VALLEY JOB PROFILE PLANNER

POSITION:	Planner (6-month term position)
DEPARTMENT:	Planning & Development
REPORTS TO:	Planning & Development Manager
DIRECT REPORTS:	None
LAST APPROVAL DATE:	2026/06/01
CLOSING DATE:	2026/06/23

The Town of Diamond Valley is seeking a motivated and collaborative planning professional to join our Planning & Development team as a term Planner. This role offers an opportunity to contribute to a growing and evolving community. Working within a fast-paced environment, the successful candidate will support current subdivision and development activity, statutory planning initiatives, and ongoing policy work that will help shape the future of Diamond Valley.

The Town of Diamond Valley offers a results-oriented workplace where employees are encouraged to take initiative, manage competing priorities, and deliver high-quality outcomes. The environment is well-suited to professionals who are adaptable, solution-focused, and motivated to make an impact within a dynamic organization.

POSITION SUMMARY

Reporting to the Planning & Development Manager, this full-time, six-month-term position will support the processing and review of subdivision, statutory plan amendment, and land use bylaw amendment applications, in accordance with applicable federal, provincial, and municipal legislation and policies. The Planner will primarily assist with subdivision applications and statutory planning files.

The position requires professional planning knowledge, strong organizational and communication skills, and the ability to manage multiple priorities in a dynamic municipal environment. The successful candidate will demonstrate sound judgment and the ability to work collaboratively with applicants, consultants, the public, and internal departments. Experience working in a municipal setting, managing medium- to large-scale development and subdivision applications, is considered an asset.

The Planner will be part of the Planning & Development team, consisting of the Planning & Development Manager, a Planner, two Development Officers, and a Planning Assistant.

Compensation includes salary commensurate with qualifications and experience, along with vacation pay and statutory holiday pay in accordance with applicable legislation. This term position is not eligible for the Town’s extended benefits program.



KEY ACCOUNTABILITIES

- Process subdivision applications, statutory plan amendments, and bylaw amendments.
- Support the Development Officers with development permit reviews.
- Support and occasionally lead policy development.
- Write and present reports to Council as required.
- Facilitate relations with Foothills County and other partner organizations.
- Provide support in answering inquiries about Planning & Development.
- Participate in the Town Health & Safety Program as required, which may include participating in facility inspections.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

Required

- A degree in planning or a related discipline is required.
- Previous experience reading and interpreting drawings, reports, plans, legislation, bylaws, and policies is required.
- Previous experience in writing and presenting technical reports is required.
- Working knowledge of the *Municipal Government Act* and *Matters Related to Subdivision and Development Regulation* is required.
- Proficiency in Office 365 applications is required.
- Attention to detail, accuracy, and efficiency.
- Strong organizational and time management skills are required.
 - Prioritize and effectively manage multiple projects and tasks.
 - Ability to take initiative to identify and resolve issues with applications.
 - Proficiency in record keeping, systems maintenance, and file management.
- Ability to professionally communicate and collaborate with internal and external partners.
 - Experience engaging with Council, municipal staff, representatives of provincial government, businesses, landowners, developers, and the public via email, post mail, telephone, and in person.

Preferred

- APPI-regulated members preferred.
- Previous experience working in a municipal environment is preferred.
- Previous experience processing subdivision applications is preferred.
- Previous experience with GIS, Adobe Acrobat Pro, iCompass, and eScribe is an asset.

WORKING CONDITIONS

- The working conditions are typical of an office environment, including using computers and telephones.
- Long periods of desk work.
- Exposure to frequent interruptions.



HOURS OF WORK

- The regular work hours are 36.5 hours per week, Monday to Thursday.
- Core workday hours are 8:00 am to 4:30 pm, with one 0.5-hour lunch break.
- Additional hours may be required as the situation demands and will be banked or paid in accordance with provincial employment standards.
 - Evening meetings may be required.
 - Overtime hours are accrued after 44 hours per week and must be approved in advance.

COMPENSATION

- \$43 - \$52/hour; placement in the range will be based on qualifications and experience
- Paid semi-monthly via EFT.
- Vacation will be paid out in accordance with provincial minimum standards.
- This position is not eligible for:
 - Additional paid leave beyond statutory minimums, including sick time
 - RRSP matching/pension participation
 - Benefits including, but not limited to, health, dental, and paramedical
 - Professional fee reimbursement, development funding or conference attendance
 - Tuition reimbursement
 - Cell phone or vehicle allowance
 - Relocation assistance

CANDIDATE SELECTION

Qualified candidates selected for further consideration will be required to:

- Participate in at least one formal interview (in-person or virtual).
- Provide proof of:
 - Education and ongoing professional development credentials
 - Professional designation(s), if any
 - Citizenship or authorization to work in Canada
- Provide examples demonstrating relevant municipal planning experience, which may include:
 - Reports or recommendations prepared for Council, Municipal Planning Commission, or senior administration.
 - Statutory plans, policy documents, land use bylaw amendments, or related planning documents.
 - Public engagement materials, facilitation experience, or stakeholder communications.
 - Presentations delivered to Council, committees, stakeholders, or the public.
 - Project summaries demonstrating policy analysis, development review, research, or project coordination experience.
- A criminal record check will be required as a condition of employment.

The hiring manager will notify the successful candidate verbally via phone. Candidates interviewed but not selected will be informed by phone.



OTHER

The statements in this Job Profile reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

This job profile should not be considered a job offer and does not indicate any guarantee of employment. The Town reserves the right to extend the closing date.

HOW TO APPLY

Interested applicants are invited to submit a cover letter and resume by the closing date to:

Kari Florizone, RPP, MCIP
Planning & Development Manager
karif@diamondvalley.town

All information received regarding accommodations will be kept confidential.