



FULL-TIME POSITION
Planner
Internal/External

Vulcan County invites applications from detail-oriented individuals seeking the full-time position of **Planner**. As the Planner, you will provide professional planning services in support of Vulcan County's land use, subdivision, development, and long-range planning functions. You will review and process complex planning applications, prepare planning documents and recommendations, interpret municipal and provincial legislation, and provide professional advice to Council, the Municipal Planning Commission, administration, landowners, developers, and the public.

This position is required to report to the County Administrative Building (102 Center Street, Vulcan, Alberta) between the hours of 8:00am and 4:30pm, Monday to Friday, for a total of 37.5 hours/week.

The ideal candidate should have or will have:

- Have, or be working toward, a bachelor's degree in planning, urban and regional studies, geography, environmental design, public administration, or related discipline;
- Have, or be working toward, membership or eligibility for membership with the Alberta Professional Planners Institute and the Canadian Institute of Planners;
- Registered Professional Planner or Candidate Membership status is considered an asset;
- Be familiar with Alberta's municipal legislative framework and able to interpret statutory plans, bylaws, and planning policy;
- Have excellent research, analytical, report-writing, communication, and public presentation skills;
- Be detail-oriented, proactive, and resourceful, with the ability to manage multiple complex files and meet strict deadlines;
- Be able to work independently or collaboratively and deal courteously and effectively with the public, developers, consultants, agencies, and municipal officials;
- Be proficient with Microsoft Word, Excel, Adobe/PDF, and internet-based applications; and
- Hold a valid Alberta Driver's Licence with no more than seven (7) demerits.

Vulcan County offers full comprehensive health benefits and competitive remuneration. A detailed job profile including specific job duties is attached or is available upon request.

Interested candidates are invited to submit in confidence a **cover letter and resume** to the County via email to:

Anne Erickson
Development Services Manager
Vulcan County
Email: development@vulcancounty.ab.ca

The position is open until filled; however, for full consideration, please apply by 12:00pm (noon) on August 24th, 2026. We thank all applicants; however, only those selected for an interview will be contacted.



JOB DESCRIPTION PLANNER

SUPERVISOR: Manager of Development Services

Approved: July 23, 2026

1. Purpose of Position

- 1.1. The Land Use Planner provides professional planning services that support Vulcan County's land use, subdivision, development, and long-range planning functions. The position reviews and processes complex planning applications, prepares planning documents and recommendations, interprets municipal and provincial legislation, and provides professional advice to Council, the Municipal Planning Commission, administration, landowners, developers, and the public.
- 1.2. The Land Use Planner supports responsible growth and development while ensuring that planning decisions are consistent with the Municipal Government Act, applicable provincial legislation, statutory plans, the Land Use Bylaw, Council policies, and the long-term interests of Vulcan County.

2. Organization Structure

- 2.1. This position reports to the Manager of Development Services.
- 2.2. This is a full-time position.

3. Program Responsibilities

This position (not listed by priority):

- 3.1. Works cooperatively with the Municipal Assessor, Protective Services, Safety Codes Contractors, Operations, the Manager of Infrastructure and Engineering, the Communications Coordinator, and the Oldman River Regional Services Commission (ORRSC).
- 3.2. Administers land development control, legislative, and policy initiatives, and ensures all approval processes are implemented effectively.
- 3.3. Serves as an advisor to the Chief Administrative Officer, County Council, the Municipal Planning Commission, and other committees as required.
- 3.4. Provides development control services both internally and to the public according to approved standards.
- 3.5. Completes accurate reviews of subdivisions and ensures that all subdivision conditions are met. Issues subdivision satisfaction letters to ORRSC and ratepayers as required.

- 3.6. Reviews and processes road closure applications in conjunction with the Director of Operations.
- 3.7. Prepares professional planning analyses, recommendations, conditions of approval, and Requests for Decision.
- 3.8. Represents the County, as directed, in provincial and local processes and hearings, including but not limited to the Alberta Utilities Commission, Natural Resources Conservation Board, Subdivision and Development Appeal Board, and the Land and Property Rights Tribunal.
- 3.9. Coordinates internal and external referrals to municipal departments, provincial agencies, neighbouring municipalities, utility providers, irrigation districts, school authorities, and other affected organizations.
- 3.10. Processes and reviews Land Use Bylaw amendment applications, including drafting development-related bylaws and amendments as required and presenting reports to Council for decision.
- 3.11. Assists ratepayers and developers with development-related issues and questions.
- 3.12. Works with the Communications Coordinator to ensure advertisements and notices are accurate, complete, and issued in accordance with applicable requirements.
- 3.13. Regularly conducts site inspections and field reviews.
- 3.14. Drafts, prepares, reviews, and applies to amend the Municipal Development Plan, Area Structure Plans, Intermunicipal Development Plans, Land Use Bylaw, and other statutory and non-statutory planning documents.
- 3.15. Researches emerging planning issues, development trends, legislative changes, and municipal best practices; evaluates existing planning policies; and develops policy options and recommendations that support Council's strategic priorities and economic development objectives.
- 3.16. Participates in regional and intermunicipal planning initiatives.
- 3.17. Attends meetings, including evening meetings, and public engagement sessions when required.
- 3.18. Provides planning expertise to other County departments on transportation, utilities, emergency services, agriculture, economic development, environmental matters, and municipal infrastructure.
- 3.19. Assists Development Services staff with complex files, planning interpretations, research, and policy development.
- 3.20. Provides backup for Development Officer 2 when required.
- 3.21. Develops application guides, procedures, templates, public information materials, and internal planning resources.

- 3.22. Demonstrates an understanding of the importance of professional development by taking courses that enhance professional skills and capabilities.
- 3.23. Maintains strict confidentiality when handling sensitive correspondence, documents, and discussions, and conducts all related work with a high degree of professionalism and trust.
- 3.24. Performs other duties as assigned by the Manager of Development Services.

4. General Duties and Responsibilities

- 4.1. Complies with the County's Occupational Health and Safety program and ensures all issued personal protective equipment (PPE) is maintained in good repair and used as intended.
- 4.2. Follows all current Vulcan County policies and bylaws as established by Council and remains informed of applicable policy and bylaw requirements.
- 4.3. In the event of a municipal emergency or declaration of a state of emergency, this position may be called upon by the Director of Emergency Management (DEM) as a municipal resource.
- 4.4. Ensures that personal information that is collected is managed in accordance with the County's Privacy Management Program and applicable provincial legislation.

5. General Qualifications

- 5.1. Have, or be working toward, a bachelor's degree in planning, urban and regional studies, geography, environmental design, public administration, or a related discipline. This qualification is required.
- 5.2. Have, or be working toward, membership or eligibility for membership with the Alberta Professional Planners Institute and the Canadian Institute of Planners. This qualification is preferred.
- 5.3. Registered Professional Planner or Candidate Membership status is considered an asset.

6. Related Qualifications

The incumbent must:

- 6.1. Have excellent research and analytical skills and the ability to compile background reports with recommendations.
- 6.2. Have the ability to use Word, Excel, Adobe/PDF, and the Internet, and the capacity to learn new computer software.
- 6.3. Be familiar with the municipal legislative framework and be able to interpret and make recommendations on statutory plans.

- 6.4. Be detail-oriented, able to manage multiple priorities, and capable of meeting strict deadlines. The incumbent must also be adaptable and able to work effectively in a dynamic environment with interruptions.
- 6.5. Have excellent written communication skills and above-average skills in making public presentations and verbal reports.
- 6.6. Be proactive and resourceful, with excellent interpersonal and networking skills.
- 6.7. Be able to work independently or as part of a team and manage projects from initiation to completion with minimal supervision.
- 6.8. Be able to communicate courteously and effectively with co-workers, members of the public, developers, consultants, volunteers, boards, communities, and ratepayers, while maintaining confidentiality regarding sensitive information and issues.
- 6.9. Be available for periodic travel on behalf of Vulcan County. A valid Alberta driver's licence with no more than seven (7) demerits is required, or the incumbent must be able to transfer a current driver's licence to an Alberta driver's licence within six (6) weeks of employment.
- 6.10. This is a position of trust, and the incumbent must be bondable.
- 6.11. Complete Emergency Management Training to an ICS 300 level within the first 18 months of employment.

APPROVAL



Chief Administrative Officer

July 23, 2026

Date