



## Senior Planner

Clearwater County is currently recruiting for its second Senior Planner full-time position within our Planning & Development Department. Reporting to the Director, the Senior Planner is responsible for a leadership role in researching, preparing and presenting information and analysis for planning and development in the County. The Senior Planner provides mentoring, training, guidance and support to the Development Officers, and works collaboratively with the Economic Development Officer and our County staff in Assessment, G.I.S. , Public Works and Regional Fire.

### **Key Responsibilities/Summary**

- Conducts municipal and provincial land use and development studies and prepare recommendations for policy changes and review by Director.
- Assists with planning projects, prioritizing activities within project plans and determining required resources.
- Updates long range planning documents.
- Works collaboratively with the Director, and others within the organization in achieving department goals and priorities with open and collaborative communication.
- Works with a variety of stakeholders to develop innovative and unique solutions for the complexities of rural development.
- Maintain current growth projections for accurate populations, land absorption and off-site levy updates.
- Prepare and present reports at Municipal Planning Commission, Council, Subdivision and Development Appeal Board on complex planning issues and applications.
- Responds to general public and developer inquiries to explain processes and provide planning advice.

### **Key Qualifications, Abilities and Skills:**

- Accredited University degree in urban or regional planning, environmental planning, or geography.
- Alberta Professional Planners Institute (APPI) regulated member.
- Registered Professional Planner (RPP) designation, or progress towards achieving the designation is required.
- A minimum of five (5) years' experience working in land use planning.
- Extensive knowledge of the Municipal Government Act and the application of local municipal bylaws and policies.
- Demonstrated leadership skills in orienting, training, mentoring and directing the work and assignments of planning and development staff.
- Identify and resolve problems relating to planning applications that may be unique and complex.

- Ability to read and understand architectural drawings, Real Property Reports and site plans and perform mathematical calculations to independently determine compliance with bylaw requirements.
- Excellent customer service skills with the objective of balancing the needs of stakeholders with the interests of the municipality.
- Demonstrate strong interpersonal, oral, written and presentation communication skills with attention to detail and accuracy.
- Proven problem solving, negotiating and conflict resolution skills.
- A positive and approachable attitude complimented with a strong work ethic and ability to work on multiple files simultaneously.
- Valid Alberta Class 5 driver's license.
- Working knowledge or experience in G.I.S.[asset].

Emailed resumes are preferred [word or pdf format only please]. Please provide a cover letter summarizing your municipal experience, resume with the names of 3 business references, availability for employment and desired salary requirements. Send applications to [hrapplications@clearwatercounty.ca](mailto:hrapplications@clearwatercounty.ca)

***Applications will be accepted until a suitable candidate is selected.***

*We thank all applicants in advance for your interest in Clearwater County but only those who meet responsibilities and requirements will be contacted directly.*