



## Senior Planner

The Municipal District of Bonnyville No. 87 invites applications for a full time permanent **Senior Planner**. This position is responsible to research, prepare and present statutory documents, studies and statistical analysis for planning projects. The Senior Planner will also assist with the investigation and analysis of community planning issues to address future growth. In addition, this position provides knowledge, experience and guidance to the department development officers.

(Salary Range: \$88, 813.61 - \$107,858.93)

### Duties & Responsibilities:

- Works collaboratively with the Department Director, and others within the organization in achieving department goals and priorities.
- Works with a variety of stakeholders to develop innovative and unique solutions for the complexities of rural and urban development.
- Prepares, in accordance with the approved plan preparation process, statutory planning documents, planning reports, specialist studies, design concepts, and land use control documents.
- Assists in the preparation and presentation of discretionary use permits to the Municipal Planning Commission.
- Monitors and reviews Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives. This includes any updates and assured conformance to Section 17, of the Municipal Government Act.
- Reviews, processes and manages complex redesignation, subdivision, and development permit files for compliance to policy, regulations, and technical requirements, as assigned by the Director.
- Assists with planning projects, prioritizing activities within project plans and determining required resources.
- Assists in the preparation of development agreements and supporting documentation.
- Assists in identifying municipal, community or intermunicipal issues and opportunities that could be mitigated through better community planning.
- Conducts municipal and provincial land use and development studies and prepare recommendations for policy changes and review by Director.
- Assists in the preparation of strategic planning in collaboration with the Director.
- Interacts on a continuous basis with the general public to convey planning related information.
- Creates and maintains professional relationships with co-workers, public and the development community.

### Qualifications:

- Requires a Degree or Diploma in the Planning field.
- Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents.
- Interprets and applies relevant Municipal/Provincial policy to the processing of applications and the development and preparation of planning documents with no major oversights.
- Demonstrates strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Demonstrates knowledge, interpretation, and application of subdivision design, site planning and environmental planning concepts and their applications in a rural environment in the processing of planning applications.

- Takes initiative to identify and resolve problems with regard to planning applications that may be unique and complex.
- Makes sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.
- APPI Regulated members (Registered Professional Planner (RPP) or Candidate) members is preferred.
- Computer literacy in Microsoft Office programs and GIS software.
- Valid Alberta Class 5 driver's license.

Please visit <http://www.md.bonnyville.ab.ca/jobs.aspx> for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010 Bonnyville, Alberta T9N 2J7

Fax: (780) 826-4524

Email: [hr@md.bonnyville.ab.ca](mailto:hr@md.bonnyville.ab.ca)

**Closing Date: February 16, 2018**