

Planner 2 (Policy)

Requisition Number: #136

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 1

Minimum Salary: \$89,455

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Position Summary

This is a mid-level professional Planning position that requires a high degree of professional responsibility in the development and implementation of planning strategies, statutory documents, and municipal policy. The position also requires a thorough knowledge of related Acts and Regulations and the planning process in Alberta. The Planner primarily works independently and prepares submissions to Council.

Core Accountabilities

- Interacts with the general public on a continuous basis through telephone and written enquiries and referrals as may be required to convey Planning information to citizens and other individuals and groups.
- Reviews, processes and manages redesignation, subdivision, and development permit files for compliance to policy, regulations, and technical requirements at a complexity level appropriate to a Planner 2.
- Prepares and presents reports to Council, County committees, and to appeal boards as required.
- Assists in the preparation of concept plans within approved policy plans or limited scope conceptual schemes.
- Interprets and implements relevant regional, intermunicipal, and County policies, standards and legislation and formulates Administrative recommendations for approving authority.
- Reviews and responds to referrals from internal departments and government agencies.
- Conducts research as required in response to department projects, enquiries or files.
- Assists in the monitoring and amendment of the County's Land Use Bylaw and participates in process improvement projects to benefit the department's functioning.



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- Mentors junior staff and acts as a resource for other team members according to expertise within department.
- Assists in the preparation of municipal policy plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans.
- Participates in the interpretation of relevant Municipal or Provincial Planning Policy and Regulations and formulation of employee positions.
- Monitors and reviews Municipal and Intermunicipal Planning Legislation, policy, processes, plans, and initiatives.
- Prepares and presents reports, materials, and opinions as a representative of Rocky View to other government and non-government agencies and committees as required.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

Position Requirements

A Bachelor's Degree in Planning or related field is required. A minimum 5 years of demonstrated professional experience in Planning or a related field is required; this is in combination with a demonstrated track record of working collaboratively in a team environment, and a record of successfully completed assignments. Scope of the experience should include a demonstrated awareness and knowledge of planning in a rural municipality, awareness of interrelationships between jurisdictions and their respective interests and a thorough understanding of the provincial planning and legislative framework.

- 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.
- Works independently or as part of a team to seek out and synthesize information resources in a clear and concise fashion in the processing of applications.
- 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.
- Works collaboratively with and communicates effectively and positively with other team members, departments, and external municipal and provincial government personnel.
- Possess and exhibit strong skills in presentations to Council, community associations and government departments as required.
- Manages time effectively to juggle multiple deadlines and tasks, and is required to work within irregular and tight time frames.
- 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.



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- Able to work under stressful work conditions and to think and react quickly and effectively to problems that may arise from time to time.
- Flexibility to alternate between technical to philosophical planning responsibilities as required in the task or project.
- Eligibility for Full Membership with the Canadian Institute of Planners (CIP) is considered an asset.
- Previous related experience particularly in a public sector environment is preferred.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

Technical		
	City View	Organizational Governance
	Geographic Information System (GIS)	Public Speaking

Formal Education	
	Bachelor's in Planning (or related field)

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: February 25, 2024, or until a suitable candidate is found.