

<b>POSITION:</b>	<b>PLANNER – Planning &amp; Community Services Department</b>
<b>CLOSING DATE:</b>	<b>April 30<sup>th</sup>, 2025 or a suitable candidate has been selected</b>

The County of Vermilion River is seeking a highly motivated individual to fill a position as **Planner**. Reporting to the Director of Planning & Community Services, this position is responsible for a diverse workload in long range Planning, and a supportive role in complex current Planning activities, projects, and initiatives. This is a full-time permanent position and is based out of Kitscoty, Alberta.

#### KEY QUALIFICATIONS:

- Graduate Degree in Urban, Community or Regional Planning, or an undergraduate degree in a related field with a significant suitable combination of training and education.
- In-depth knowledge of provincial and municipal planning legislation, including the Municipal Government Act and planning documents in Alberta.
- Proficient in community planning practices, principles, and procedures for both rural and urban settings.
- Experience in drafting bylaws, policies, and procedures.
- Experience with subdivision and development appeal board (SDAB) processes is considered an asset.
- Proactive with the ability to work independently and meet deadlines.
- Strong written, verbal and presentation communication skills.
- Valid Class 5 Driver's License and acceptable Driver's Abstract.

#### KEY RESPONSIBILITIES:

- Lead and assist with comprehensive land use planning, subdivision, zoning, and policy reviews; prepare reports, forecasts, studies, and compile and analyze data for various municipal purposes.
- Medium to Long-range planning at the local and regional levels.
- Draft reports for the purposes of analyzing planning applications as they pertain to the guidance found within Municipal and Provincial policy and legislation.
- Apply planning practices and legislation to complete projects in a professional and timely manner.
- Conduct and facilitate presentations and workshops for public consultation.
- Research best practices in planning, on related development and subdivision matters and prepare reports for the Department and for Council.
- Monitor documentation related to subdivision applications.
- Work collaboratively with other departments, communities, external agencies and developers.
- Administrative duties may include agenda preparation, data compilation, land title transfers, subdivision application, road closures, caveats, policy and procedure development.
- Responsible to accept and complete other duties and special projects as assigned.

#### SKILLS:

- Excellent organizational, time management and communication skills
- Ability to design, conduct and analyze land use and sustainability studies.
- Ability to prepare complex technical reports and policies.
- Confident with public presentations; able to represent the County in a professional manner, and negotiate with other agencies, businesses, the development community, and the public.
- Ability to work independently and with minimal supervision, yet enjoy collaborating with colleagues and peers.

*A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.*

Applications clearly marked: **"CONFIDENTIAL – PLANNER"** can be submitted by **April 30<sup>th</sup>, 2025**, to:

**Human Resources Administrator**  
**County of Vermilion River, Box 69 Kitscoty, AB T0B 2P0**  
**Email: [hr@county24.com](mailto:hr@county24.com)**

*All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.*