



EMPLOYMENT OPPORTUNITY

Planning and Development Coordinator

The Town of Turner Valley is seeking a full-time Planning and Development Coordinator. The Planning and Development Coordinator is responsible for the overall management of planning and development department, which includes all operational, planning, budgeting, personnel and financial aspects of the department. This position performs and manages sensitive professional planning and development projects, research, and analysis, ensuring all projects comply with local, provincial and federal legislation.

JOB SUMMARY

- Works collaboratively with the Chief Administrative Officer, the Management Team and others within the organization in achieving Council goals and priorities.
- Prepares and manages the approved annual budget for planning and development.
- Manages the operational and fiscal activities of the department including staffing levels and achievement of goals.
- Provides reports, information, and effective strategic advice to the Chief Administrative Officer, Management Team, Town Council, the Municipal Planning Commission, and the Subdivision and Development Appeal Board.
- Enforces Bylaws and approved Town policies relating to planning and development and land use issues.
- Reviews all development applications, authorizes all reports and recommendations and issues development permits and notices of objections.
- Interprets Bylaws, Acts and related statutory documents and responds to requests for information from developers, contractors and the general public.
- Plans and develops systems and procedures to improve the operating quality and efficiency of the department through such programs as ArcGIS, Envisio and eSite.
- Responsible for development of and compliance with Intermunicipal Development Plans.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning or Applied Land Use Planning Certificate with a minimum of 3 years of experience in a progressive municipal planning role.
- Alternate education criteria may be considered in combination with significant planning experience.
- Demonstrated experience in a leadership role with a record of achieving performance objectives and motivating staff while also being self-directed.
- Experience preparing and administering budgets.
- Membership or eligibility for membership in the Alberta Professional Planners Institute (APPI)
- Proficient in MS Office (Outlook, Word, Excel, Power Point and Access)
- Possess a valid class 5 drivers license.

WORKING CONDITIONS:

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

The Town of Turner Valley offers competitive compensation and benefits that include health/dental coverage and a registered retirement savings plan.

A more detailed job description is available at <http://turnervalley.ca/employment-and-volunteer-opportunities>

Closing date is Thursday, August 31, 2017. Interested candidates are requested to forward their covering letter and resume by email to the attention of:

Barry Williamson
Chief Administrative Officer
Box 330, 514 Windsor Avenue N.W.
Turner Valley, AB. T0L 2A0
cao@turnervalley.ca

All applicants are thanked for their interest and advised that only those candidates selected for an interview will be contacted.