



## Town of Olds

### Employment Opportunity

---

## Planner – One Year Leave Coverage

---

The Town of Olds strives to create connections for the future through our values of being dedicated, helpful and knowledgeable. In 2017, the Town issued 101 permits with a value of \$26,970,958. The friendly hospitality of Olds combined with the amenities associated with a city, fine schools and excellent recreation opportunities makes Olds a prosperous, growing community with a commitment to growth and the maintenance of a quality lifestyle.

The Town has an opening for a temporary full time Planner. This position will work as part of the Planning and Development team to guide and evaluate applications for development and subdivision, as well as acting as a resource to the public, other staff and the Municipal Planning Commission in regards to planning and development matters. The incumbent will also be responsible for the application, interpretation and amendment of the Land Use Bylaw and other statutory planning documents.

#### Qualifications:

- Post Secondary degree in Land Use Planning, Development or related disciplines
- Membership with the Canadian Institute of Planners (CIP)
- Minimum of 3 years direct municipal planning and development experience
- Working knowledge of Part 17 of the Alberta Municipal Government Act and municipal planning documents
- Experience using Microsoft Office, CAD and GIS systems
- Experience in approving Subdivisions
- Valid class 5 Drivers License

A combination of experience and education may be considered equivalent.

Compensation is based on a 37.5 hour work week.

A detailed job description including specific qualifications can be found on the Town of Olds website at [www.olds.ca](http://www.olds.ca)

This position will remain open until a suitable candidate is found. Interested parties are invited to submit resumes outlining their qualifications to:

Human Resources  
Town of Olds  
4512 46 Street  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail [hr@olds.ca](mailto:hr@olds.ca)

The Town of Olds thanks all applicants for their interest, however, only those chosen for an interview will be contacted.

**Town of Olds Job Description**

**JOB TITLE: Planner**

**DEPARTMENT: Operations**

**JOB REPORTS TO: Director of Operations**

**FUNCTION/PURPOSE:**

Under the direction of the Director of Operations, this position is responsible for coordinating and managing projects related to municipal planning, and providing reporting and advice to Town Council and administration on major decisions involving urban and regional planning issues as well as Subdivision Approvals. This position will be involved in the development and implementation of planning strategies within the parameters of the Municipal Government Act, Municipal Development Plan, Land Use Bylaw Subdivision Regulations, statutory and non-statutory planning documents, and municipal policies to achieve creative planning solutions for the Town of Olds.

#	KEY RESPONSIBILITIES	(% time)
1.	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Develop new policies and bylaw regulations related to land use, as well as statutory and non-statutory plans as well as other Municipal Planning documents.</li> <li>• Process applications for bylaw amendments, including rezoning and other Statutory Plan amendments in accordance with regulations and policies contained in the relevant municipal and provincial legislation.</li> <li>• Prepares and presents formal, technical reports to Council, Subdivision Approving Authority, Committees and to appeal boards as required.</li> <li>• Represents the municipality at meetings and on committees as assigned</li> <li>• Conduct extensive research in specific or general project areas related not only to planning but urban development, redevelopment and sustainability initiatives.</li> <li>• Develop strategies to promote community development and efficient land use consistent with community goals.</li> <li>• Participates in the Subdivision &amp; Development Appeal Board as required.</li> <li>• Develops, maintains and monitors public consultation and notification processes relating to Planning &amp; Development.</li> <li>• Negotiates with builders and developers as part of the land development regulatory process.</li> <li>• Implements land use planning decisions, plans, policies and legislation, both created by and impacting, the Town by: initiating implementation plans, strategies or processes: drafting required policies, bylaws, resolutions, and reviewing any planning documents or tools that may impact the Town.</li> <li>• Coordinates the preparation of reports required to assist Council in making decisions regarding municipal and regional planning issues.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• Support to ensure projects in the department are conducted in accordance with federal, provincial and municipal legislation, policies and procedures</li> <li>• Decide if any statutory documents need to be developed to support or enable planning implementation strategies for planning projects, as well as the required authority and delegation inherent in those documents.</li> <li>• Implementation strategies will incorporate requirements related to demands on resources, current practice, and potential adverse effects.</li> <li>• Results produced from Municipal Development Plan, Area Structure Plan, and Master Plans.</li> <li>• Advocates organizational culture to be supportive, fun and filled with passion to continually improve and provide excellent service.</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Recommends planning implementation strategies outlining the benefits, challenges, risks, opportunities, and how they relate Land use solutions to various initiatives.</li> <li>• Assists other departments to ensure coordination of plan preparation activities throughout the municipal administration.</li> </ul>	50%
2.	<p><b>Budget &amp; Administration Management</b></p> <ul style="list-style-type: none"> <li>• Develops, monitors and reports on annual Development forecasts</li> <li>• Identifies operating and capital budget information in connection with special projects</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• Identifies, determines and brings forward needs, opportunities and recommendations related to land use planning projects, statutory and regional plans.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>Establishes annual forecasts, development permits and building permits and determine appropriate action.</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>Recommend appropriate operational changes to fee schedules, processes and activities</li> </ul>	
3.	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Develops, implements, and maintains high personal standards of excellence in customer service to meet and exceed customer expectations.</li> <li>Provides advice on the relevant planning framework to Council, staff, government agencies, developers, consultants, and the public.</li> <li>Promotes, facilitates and maintains positive relationships with all Town departments, partner/neighbouring municipalities, related provincial government departments and other identified stakeholders.</li> </ul>	20%
4.	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Consults with and inform the public, community groups, developers and other stakeholders on Planning issues</li> <li>Makes presentations and communicates on complex planning issues, initiatives and recommendations, to the CAO, council and public.</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>Develops appropriate information to share with Staff, Council, Public, and Media.</li> </ul>	15%
5.	<p><b>Risk Management &amp; Safety:</b></p> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> <li>Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.</li> <li>Recommends maintenance, risk management and safety standards and plans</li> </ul>	5%

**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:**

- Post-secondary degree in Planning or a related field, or a combination of related education and experience.
- Ability to be subdivision approval authority for the Town of Olds would be an asset.
- Valid class 5 Alberta Drivers License, with a clear driving record
- Membership with the Canadian Institute of Planners (CIP) is required.

**Experience:**

- Minimum three to five years responsible planning experience.

**Competencies:**

- Ability to communicate effectively with the public, contractors, developers, government agents, supervisors, and other staff to foster positive work relationships
- Above-average leadership, project management, planning and analytical skills.
- Demonstrated ability to understand and apply contract law, contract documents, and to read and interpret engineering and architectural plans and specifications.
- Understands and applies Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents.
- Possess and exhibit strong skills in presentations to Council, community associations and government departments as required.
- Works as part of a team approach and supports the effectiveness and efficiency of Planning & Development.
- Knowledge of the principles and practices of land use planning, intermunicipal planning and regional planning including applicable land use and development regulations and requirements, municipal bylaws, zoning requirements, and provincial planning statutes.
- Knowledge of Municipal Government Act, Municipal Policies and Procedures
- Demonstrated proficiency in Microsoft Office applications, In-Design or other presentation/graphic programs and knowledge of GIS an asset.
- Demonstrated ability to conduct qualitative, quantitative, and policy research using a variety of research methods.
- Experience with Bellamy software systems is an asset
- Maintain memberships with all designations: i.e.: Canadian Institute of Planners

<b>DIRECTLY REPORTING TO THIS JOB ARE:</b> None	<b>NOC CODE:</b> 2153
<b>WORKING CONDITIONS:</b> <ul style="list-style-type: none"> <li>• Exposure to public and media criticism</li> <li>• Intense/visual listening concentration e.g. visual/mental; analysing extensive volume of complex data.</li> <li>• Identified job hazards: Dealing with angry people, working alone, repetitive strain, driving vehicle</li> </ul> Office, Construction sites which require safety procedures are adhered to (ex. hardhat, safety glasses, reflective vest, and steel toed boots), and travel to meetings and occasional evening or weekend events.	
<b>Wage Grid:</b>  <b>Incumbent Signature:</b>  <b>Date:</b>	<b>Supervisor Signature:</b>  <b>Date:</b>

	<b>People Contacted</b>	<b>How Often</b>	<b>Purpose</b>	<b>How</b>
Within Organization	CAO, COO's, Senior Staff	Daily	Consult, gain agreement, compliance, and present recommendations	P/W/T
	Council, CAO, COO's and MPC	Semi-monthly Monthly As required As required	Provide reports and discuss forecasting, project analysis, internal reviews, presentations, provide advice, recommend action and represent position taken.	P/W/T
	IT Services	As Required	System requests/program enhancements Business Licensing, Land Issue Agreements and MGA requirements	P/W/T System requests/program enhancements
	All Employees	Daily	Provide advice and direction, customer service	P/W/T
Outside Organization	Safety Codes	Weekly	Inspection permits, Compliance and Code Related Issues	P/W/T
	Parkland Community Planning Services	Daily	Subdivision approvals, Area Structure Plans, Civic Addressing, Street naming, Land Use Bylaw, Municipal Development Plan, Area Redevelopment Plans, Land Assembly and Land Transactions.	P/W/T
	Government Agencies – Alberta Environment , Alberta Transportation, Alberta Safety Codes, and Land Titles.	As Required	Grants, funding issues, general inquiries and Development issues.	T/W

	Municipal and Industrial Developers	As Required	Present and discuss assumptions and results of information, analysis, and defend position taken.	P/W/T
--	-------------------------------------	-------------	--	-------