



WHERE PEOPLE ARE THE KEY

Planner/Development Officer Job Description

Department	Planning and Development
Reports To	Director of Planning Services
Job Description Approval Date	July 16, 2018

POSITION SUMMARY:

Reporting to the Director of Planning Services, the Planner/Development Officer is part of the Planning Services team who plays a pivotal role in the planning, designing and building of Lacombe County.

KEY DUTIES AND RESPONSIBILITIES:

1. Provide support to the Director of Planning Services on planning policy and other procedural matters.
2. Evaluate development proposals in accordance with the County's land use bylaw and development plans, and negotiate with developers in accordance with these plans and other County policies.
3. Develop and maintain a working knowledge of the relevant legislation such as the Municipal Government Act, the Subdivision and Development Regulation, the County's Municipal Development Plan and Land Use Bylaw, Intermunicipal Development Plans as well as other plans, policies and bylaws as may be approved from time to time by County Council. Maintain familiarity with other relevant legislation or regulations.
4. Provide recommendations on subdivision applications.
5. Present reports to County Council on redesignation, subdivision and other planning matters as required.
6. Review, analyze and prepare reports on development permit applications that must be decided by the Municipal Planning Commission (MPC). Attend MPC meetings as required.
7. Attend and make presentations at appeal hearings before the Subdivision and Development Appeal Board, and the Municipal Government Board.
8. Prepare agreements for redesignation, subdivision and development approvals.
9. Ensure compliance with conditions of subdivision approval and development permits.

10. Prepare compliance reports.
11. Conduct field inspections and investigations related to compliance requests, development applications and complaints and provide recommendations.
12. Prepare orders of compliance pursuant to the Land Use Bylaw and the Municipal Government Act.
13. Review survey plans and descriptive plans submitted for final approval.
14. Undertake research on current and emerging policy issues.
15. Assist in the preparation and maintenance of County planning documents, including the Municipal Development Plan and Land Use Bylaw, and advise on any changes that may be necessary.
16. Participate in community consultation processes.
17. Consult with neighbouring municipalities and other government authorities, as required.
18. Liaise with other County departments regarding various planning related matters.
19. Develop and maintain external relationships with public and private sector professionals.
20. Work with Council Committees on various planning related matters
21. Assist with the preparation and presentation of material for Council, Committee or other public meetings.
22. Provide GIS/mapping support for other department staff.
23. Assist with updates of planning and development information on the County's website.
24. Respond to inquiries from the public, developers, builders and their agents regarding planning and development control matters.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Develop a good knowledge of the County's operations and human resources.
2. Maintain the confidentiality of all records in the office and only release information in accordance with County policy and applicable legislation.
3. Maintain effective public relations with County Council, staff, ratepayers and the general public and present a positive County image.

4. With the approval of the Director of Planning Services and at the expense of the County, attend seminars, workshops and courses with the objective of improving knowledge and competencies related to performing assigned job duties.
5. Assist other general administration personnel as time permits. Cooperation and assistance among staff is required due to varied peak work periods and overlapping duties.
6. Participate in workplace safety initiatives and meeting as required. Report to work fit for duty.
7. Perform such other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

1. Post-secondary education in Planning or a related discipline combined with at least one year of planning experience, or an acceptable combination of education and training.
2. Demonstrated experience working with Land Use Bylaws, Municipal Development Plans, other relevant plans, the Municipal Government Act, and the public consultation process.
3. Thorough understanding of relevant provincial and municipal legislation, policies and programs.
4. Highly developed communication skills (verbal, written and listening) with the ability to give oral presentations in a clear concise manner and to prepare detailed reports with clear recommendations.
5. Demonstrated ability to effectively work with the public and articulate planning issues to a wide variety of audiences. Ability to function as a facilitator when community interests conflict;
6. Ability to establish and maintain effective working relationships with elected officials, the public, administration, communications associations and the media.
7. Excellent project/time management skills; ability to meet frequent deadlines with frequent interruptions.
8. Demonstrated ability in the use of Microsoft Office applications, especially Word, PowerPoint and Excel, and other specialized software (AutoCAD, GIS, Adobe Creative Suite).
9. Valid Alberta Class 5 driver's license.
10. Available to attend evening and/or weekend meetings or other events as required.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

For the majority of the time, the employee in this position works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee may encounter frequent interruptions throughout the work day.

In this primarily sedentary position, the employee is regularly required to sit, talk, hear, and use hands and fingers in a repetitive motion to operate office equipment. The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents.

This position also involves walking or standing for brief periods of time and occasionally exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects.

At times, this position carries out work in the field (i.e. conducts site inspections, meets with members of the public at various locations throughout the County, etc.). During these times, the employee is subject to outside environment conditions including heat, cold, dry, dusty and/or wet conditions, as well as insects, bees and wildlife. Some of the work is performed alongside roadways, near moving vehicles and heavy equipment, in undulating terrain.