



**Mountain View**  
C O U N T Y

# Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

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**MVC03-2017 – Friday July 14, 2017 – or until suitable candidate is chosen**

**Planner I**

**Term Contract – (MAT Leave Coverage)**

## **Position Summary:**

This position deals with planning, zoning, permitting and development applications, and subdivision inquiries from ratepayers, businesses, developers Council, staff, realtors, and government agencies. Reviews applications for subdivisions, and redesignations, makes recommendations, maintains and updates related records and issues related correspondence. Develops reports and makes presentations to bodies such as Municipal Planning Commission, Council and Subdivision and Development Appeal Board; serves in a liaison capacity between private developers and ratepayers and other County departments. Provides information, advice and assistance in response to inquiries regarding County land use policies, subdivision, re-designation and statutory plan amendment applications. Assists in the preparation and/or updating of the Municipal Planning documents. Attends Council meetings and Municipal Planning Commission meetings as necessary to provide information and present reports; assists developers, ratepayers and the public in meeting conditions of subdivision approvals, conducts site inspections.

## **Requirements:**

- University degree, in a planning or a related field;
  - Membership in good standing with CIP and APPI or the ability to acquire membership is required;
  - Proven knowledge of planning and municipal legislation and other relevant provincial statutes;
  - High degree of competency in using computers for planning and development reporting and analysis, able to use Excel and Microsoft Suite software;
  - Project management abilities and knowledge of statutory plans and subdivisions; solid planning, organizing and problem-solving skills.
  - Valid AB Drivers License – (no more than six (6) demerits)
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Submissions will be received until **Noon Friday July 14, 2017 – or until suitable candidate is chosen**. All applications are to be marked “**confidential**” and will be received in confidence. Submit resumes, **Attention Human Resources**, in one of the following ways:

- Email to [hr@mvcountry.com](mailto:hr@mvcountry.com)
- Fax to (403)335-9207
- Mail to Mountain View County. PO Bag 100, Didsbury, AB TOM OWO

For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 194 or email your request to [hr@mvcountry.com](mailto:hr@mvcountry.com) - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.