

**TOWN OF ROCKY MOUNTAIN HOUSE  
EMPLOYMENT OPPORTUNITY  
MANAGER OF PLANNING AND DEVELOPMENT**

The Town of Rocky Mountain House, population 6700, is located 85 km west of Red Deer. The Planning & Infrastructure Department is looking for an energetic individual to fill the position of Manager of Planning & Development. The community has just completed a significant investment in the downtown core revitalization program and the recently opened Christenson Sport and Wellness Centre. The Town is a committed partner to the collaborative “Stronger Together” agreement with Clearwater County and the Village of Caroline. The Manager of Planning & Development is responsible for the provision of planning and development services for the community.

**Job Summary:**

- Work collaboratively with the department director, and others within the organization in achieving Council goals and priorities.
- Provide reports, information, and effective strategic advice to the department director, Town Council, Municipal Planning Commission, and Subdivision Development Appeal Board.
- To enforce Bylaws and approved Town Policies relating to planning & development and land use issues.
- Prepare and manage the approved annual operating budget for planning and development.
- Review and assist the Development Officer with all development applications, authorizing all reports and recommendations and issue permits and notices of objections.
- Interpret Bylaws, Acts and related statutory documents and respond to requests for information from developers, contractors and the general public.
- In conjunction with the director, develops strategic plans for planning and development in relation to Council’s corporate plan with effective reporting on the achievement of Council objectives.
- Within given authority, designs Council policies and statutory plans in relation to areas of planning and community development that captures the culture and values of Council.
- Initiates and drives consultative policy development processes that may include department heads, team leaders, staff and community.
- Participates in workplace safety initiatives. Assumes leadership responsibility in relation to the Town’s Health and Safety Program for subordinate staff.

**Requirements:**

Interested applicants should possess the following skills and qualifications:

- Degree or Diploma in the Planning field
- Applied Land Use Planning Certificate
- Excellent interpersonal skills
- Excellent verbal, written and presentation abilities
- Strong statistical and analysis abilities
- Clear understanding of all facets of land development, both from a public and private sector standpoint
- Sound working knowledge of Part 17 of the Municipal Government Act
- Understanding of the Alberta Building Code
- Technical Planning and/or Engineering Background
- Computer literacy in Microsoft Office programs, and GIS software
- Valid Alberta Class 5 driver’s license
- The successful applicant must provide a criminal record check
- Willingness to relocate

The Town of Rocky Mountain House offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth. The salary range for this position is \$90,812.80 to \$110,364.80 per year.

This is a full-time position (40 hours per week) that includes a complete benefit package. The full job description is available at [www.rockymtnhouse.com](http://www.rockymtnhouse.com). Please forward resume in confidence – including qualifications, experiences and references to:

Town of Rocky Mountain House  
Attention: Rod Fraser, C.E.T., Director of Planning & Infrastructure  
rfraser@rockymtnhouse.com  
P.O. Box 1509  
Rocky Mountain House, Alberta T4T 1B2

Competition closes September 6, 2017. The Town of Rocky Mountain House thanks all applicants for their interest; however, only those applicants being considered for the position will be contacted.