

# Assistant Planner

## Who Are We?

For the past 70 years, the Oldman River Regional Services Commission (ORRSC) has provided a mix of professional municipal planning, mapping, geographical information system (GIS) and regional assessment review board services and advice to our municipal members.

Alberta Municipal Affairs has called ORRSC a

**“Successful example of a shared not-for-profit municipal service.”**

## Additional Details

**Reporting To:** Chief Administrative Officer.

**Hours:** 8:00 am to 4:30 pm (7.5 hours) Monday to Friday; Attendance at evening meetings as required.

**Salary Range:** \$56,796.00 to \$73,831.00; based on experience and qualifications.

## The Opportunity

The Oldman River Regional Services Commission is seeking a motivated, detail-oriented individual to join our team as an **Assistant Planner** at our office in Lethbridge, Alberta. In this role you will play a crucial part in supporting our Planners and member municipalities in a variety of projects regarding land use plans, development matters, community analysis, and various research and planning activities.

## Duties & Responsibilities

- Undertake research, prepare reports, and present information in a timely manner.
- Assist in the preparation and presentation of long-range plans.
- Collect and analyze various municipal data on communities.
- Handle public inquiries regarding information on municipal planning and development matters.
- Attendance at municipal council, administrative, and development authority meetings.
- Assist with Subdivision and Development Appeal Board hearings.
- Assist in the processing of subdivision applications, including site inspections.
- Assist in general office duties and administration.
- Any other related duties that may be required.

## Qualifications

- Undergraduate degree in urban planning, urban and regional studies, or a related discipline; or completion of the Alberta Land Use Planning Certificate; or equivalent work experience in the municipal land use or planning realm may be considered.
- A minimum of two-years of related work experience in the municipal sector, land use planning, or other equivalencies is considered an asset.
- Understanding of the Municipal Government Act, planning terminology, and planning and development issues in the municipal context.
- Effective written and oral communication skills.
- Strong interpersonal skills and ability to take direction.
- Strong computer skills and working knowledge of Microsoft Office and Adobe.

**Qualified candidates should submit their cover letter and resume to Lenze Kuiper, CAO at [admin@orrsc.com](mailto:admin@orrsc.com).** We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. This Position will remain open until **March 1, 2024 at 4:30 pm.**