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Position Profile

Manager Planning Services

<https://woodlands.ab.ca>

www.HumanEdgeGlobal.com

About the Municipality

Woodlands County's Administration Office is located within the town of Whitecourt approximately 150 kilometers northwest of Edmonton, Alberta. The official 2021 Census lists the County population just over 4,550. The County is sprawled across 7,668 square kilometers, the County surrounds the Town of Whitecourt, and includes the Hamlets of Blue Ridge, Goose Lake and Fort Assiniboine.

Woodlands County's economy is supported by forestry, aggregate, oil and gas, agriculture, tourism and indoor and outdoor recreation. Collectively the communities within the County offer access to many services and amenities including hospitals, airport, primary, secondary, and access to post-secondary education, secondary medical and pharmaceutical services, fire protection, policing, seniors and supportive living care and housing, community organizations, shopping and a multitude of recreation facilities, green spaces, sports fields, arenas, curling rinks, parks, lakes, and rivers.



The County is legislated under the Alberta Municipal Government Act and is governed by a Council comprised of seven (7) Councillors from which a Reeve and Deputy Reeve are appointed.

Mission Statement:

We are a diverse and welcoming rural community that strives to provide exceptional opportunities for our families, businesses, and industries for the benefit of current and future generations.

Core values:

Identity

Proudly rural. As part of rural Alberta, we are proud to supply resources that sustain the quality of life for the region, province, country, and beyond.

Integrity

Being accountable, being committed, and accepting ownership for one's decisions, actions, and behavior.

Collaborative

We promote the quality of life of our residents by building and maintaining strong relationships with alliances and work to benefit the region as a whole.

Transparent

We want input from the public and to conduct ourselves in an open, honest, and respectful manner.

Diversity

We respect the unique needs of the different geographic and demographic sectors of our community and work hard to understand them.

Natural Resources

We recognize and respect the beauty of the Woodlands region.

Sustainability

Meeting our own needs without compromising the ability of future generations to meet their own.

Relevant Documents:

[Strategic Plan 2022-2025](#)



About the Opportunity

Reporting to the Director Community Services, the Manager of Planning Services is a multi-functional position that is pivotal in contributing to the Planning and Development Services initiatives that Woodlands County provides to its customer base. This position is dedicated to the efficient implementation of the County's planning documents and relevant legislation. As a member of the management team, the individual endorses and takes action to implement Woodlands County Strategic Plan and tactical business plan goals.



Direct reports:

Administrative Assistant
Development Officer

Roles and Responsibilities

- As a member of the Management Team this position reports to the Director of Community Services and works directly with Council Committees to ensure matters pertaining to the organization strategic initiatives are being achieved.
- Accurate and timely implementation of and adherence to all required statutes contained in MGA RSA 2000 Chapter M6: Part 17 Planning and Development.
- Foster an inclusive leadership approach that promotes equity, psychological, physical safety and health and wellness to staff assigned to the Planning Department within established personnel policies with the desired outcome of developing and maintain a cohesive, supportive, and engaged group.
- Coordinate and direct preparation of annual capital and operating budget for planning, and ensure all expenditures are made within the approved budget and policies.
- Responsible for preparation of agenda reports and submissions on all planning matters, including background documentation to Council and Council Committees such as the Subdivision and Development Appeal Board, Municipal Planning Commission and Pride Valley Aggregate Committee through the Chief Administrative Officer.
- Accurately manage the implementation and monitoring of bylaws, policies and programs within the Planning & Development Department; evaluate and recommend changes to bylaws, policies, and programs.
- Identify opportunities to streamline functions to create operational flexibility.
- Participate in regional planning activities by liaising on with all relevant government departments, public agencies, first nations and associations.
- Oversee and manage the Rural Addressing Bylaw and signage requirements.
- Manage and process land sales, including applications, notifications, advertising, bylaw, public hearing, appraisal, survey, and sale.
- Process Development Permits, Subdivision Applications, Land Use Amendment Applications in the absence of the Development Officer.
- Responsibility for the department's website content and providing timely updates to the Communications Department.
- This position is required to serve as an active member on the County Emergency Response team as required in the event of an emergency.
- Perform other related duties as may be requested by the Director of Community Services related to job duties and special projects.
- Participate and encourage participation in the Woodlands County Safety program.

Qualifications

- Bachelor’s degree is required in Planning, Public or Business Administration, or related fields with extensive management courses.
- Applied Land Use Planning certification and NACLAA certification would be an asset.
- Preferably 5-7 years of experience with 3-4 in a leadership role working in Municipal Government, comprehensive knowledge municipal government act, Part 17 Planning and Development.
- Ability to work with a team that requires timely decisions, provide direction on complex and emerging issues, and efficiently provide information and general assistance to internal staff and public.
- Outstanding interpersonal, communication and presentation skills to work with Council, staff, community groups, leaders, the public and all orders of government.
- Possess a Valid Class 5 Driver’s License.



Desirable Attributes

- Maturity
- Technically inclined
- Ethical
- Supportive
- Intuitive
- Strategic
- Well organized
- Fiscally astute
- Efficient
- Innovative
- Collaborative
- Thorough
- Open-minded
- Politically astute
- Business minded
- Customer centric
- Safety conscience
- Respectful

Equal Opportunity

Woodlands County is committed to equity, diversity and inclusion and welcomes applications from all qualified individuals.

Compensation

The compensation range for the Manager Planning Services will be commensurate upon the candidate’s skills and experience. Further details on benefits will be discussed at the interview stage.

Confidentiality

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.

To apply send cover letter and resume in confidence to:

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