



EMPLOYMENT OPPORTUNITY

Planning & Development Officer

Full-Time, Permanent

Location: High River, Alberta (on-site)

Foothills County is a vibrant and thriving municipality located south of the City of Calgary with its administrative office located in High River, AB. Valuing customer service, continual professional development, open communication and work/life balance, Foothills County is inviting applications for a full-time Planning & Development Officer.

The primary role of the Planning & Development Officer is to conduct comprehensive reviews and render decisions on applications for development permits, and to manage and process applications for Land Use, Subdivision, Area Structure Plans, and Outline Plans. This position is responsible for overseeing multiple concurrent planning applications in a timely manner, consistent with Municipal and Provincial policy and legislation and providing the necessary information to the various groups involved, including elected officials, provincial departments, boards and committees, private consultants, business organizations and the public.

The successful candidate must demonstrate a high level of interpersonal skills, diplomacy and professionalism including strong oral and written communication and customer service skills.

The candidate must possess a broad understanding of Municipal land use planning legislation with an emphasis on development planning and an understanding of Provincial and Municipal land use planning legislation as it pertains to the development and subdivision of land.

To view a [full](http://www.foothillscountyab.ca) copy of this Job Description please visit www.foothillscountyab.ca and click on Careers.

To apply:

Send your cover letter and an up-to-date resume via email to:

Human Resources, Foothills County

Box 5605, 309 Macleod Trail, High River, Alberta T1V 1M7

Email: opportunities@foothillscountyab.ca

PLEASE NOTE:

1. This competition will remain open until a suitable candidate is found.
2. Ensure to include the job title in your cover letter and email subject heading.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

We thank all applicants for their interest; however, we will contact only those under consideration.