



Town of Carstairs Job Description

Position:	Planning & Development Administrator
Department:	Planning and Development
Reports to:	Director of Planning and Development
Date:	April 2024

Position Summary

The Planning & Development Administrator contributes to the orderly planning and development of the Town, evaluating applications and making decisions related to permits, compliances and assisting the Director with development, subdivisions, and land use, in keeping with municipal and provincial policy and legislation. The Planning & Development Administrator provides information and resources to a variety of stakeholders to facilitate planning and development.

Duties, Responsibilities, and Accountabilities:

- Works closely with the Director of Planning and Development to develop and administer a comprehensive plan for the orderly growth of the Town that includes analyses of legislation, policy, land use, and economic, social, and demographic data
- Reviews building and development permits and applications for compliance with Town policy and sound planning principles; enforces zoning bylaws
- Prepares written ads for the local newspaper and the Town website regarding land use changes, public hearings, and development permits, according to legislative requirements
- Records minutes for the MPC, SDAB, and Planning and Development Committee, and stores and distributes them as directed
- Works directly with builders, developers, and homeowners to ensure compliance with the Land Use Bylaw.
- Responds to queries and concerns regarding property improvements.
- Signs documents related to planning and development on behalf of the Town, as delegated by the Director of Planning and Development
- Ensures that legal notices are prepared and published and that affected property owners and agencies are notified according to the MGA
- Ensures that an inventory of development and building permits is thoroughly and accurately maintained and that files are prepared for provincial audit
- Takes on other duties as may from time to time be assigned to achieve departmental, interdepartmental, project, or Town goals
- Delivers on duties, responsibilities, and accountabilities with a forward-thinking spirit of excellence that reflects the Town's commitment to citizens now and into the future
- Contributes to building a respectful, safe, and resilient workplace culture, demonstrating an understanding of a shared organization-wide purpose

Required Knowledge, Skills and Abilities:

- Has a Degree in planning or a related field or an equivalent combination of experience, training, and education
- Has experience in Municipal Government
- Has working knowledge of the Municipal Government Act
- Possesses considerable knowledge of planning practices and principles, land-use concepts and the Town land use bylaw.
- Thinks creatively and strategically and has the ability to develop short and long term plans
- Is organized and attends to details in a way that ensures both accuracy and timeliness
- Can proactively identify and mitigate issues and risks
- Demonstrates excellent internal and external customer service skills by email, telephone, and in person
- Possesses strong oral and written communication skills with the ability to explain complex information and concepts in plain language
- Is comfortable providing advice based on knowledge and wisdom at hand
- Has strong interpersonal skills with the ability to build trust, cooperation, and strong working relationships internally and externally
- Can work independently, but within a team environment
- Is flexible and can manage competing priorities
- Has an aptitude to stay current by keeping up to date on best practices in areas of responsibility and municipal government