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Job Posting

Job Posted Date: April 22, 2024

Job Closing Date: May 10, 2024

Job Posting Details

Competition Number: 2024-05

Department: Planning & Development

Position: Planning & Development Administrator, Permanent Full-Time

Job Description Details

Job Description:

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.

Key Responsibilities & 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, & Abilities:

- Possesses considerable knowledge of planning practices and principles, land-use concepts and the Town land use bylaw.
- Proficiency in Microsoft Office Suite, and a strong knowledge of computer software programs
- Excellent internal and external customer service skills
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies, and the public.
- Attention to detail, good communication skills, ability to work without close supervision
- Has working knowledge of the Municipal Government Act

- Has an aptitude to stay current by keeping up to date on best practices in areas of responsibility and municipal government
- 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

Certifications & Qualifications:

- Has a Degree in planning or a related field or an equivalent combination of experience, training, and education
 - Municipal experience an asset
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All Town employees are subject to a criminal records check prior to commencing employment

Qualified applicants are invited to apply in confidence no later than 12:00 p.m. on May 10, 2024, stating competition #2024-05 to:

Kirk Williscroft
Director of Planning & Development
Town of Carstairs
Box 370, 844 Centre Street
Carstairs, AB T0M 0N0
kirkw@carstairs.ca

The Town of Carstairs thanks all applicants for their interest, but advises only those under consideration will be contacted.