



Planning and Development Department

RR 3, Lacombe, Alberta T4L 2N3

Phone: (403) 782-6601 Fax: (403) 782-3820

Email: www.lacombecounty.com

EMPLOYMENT OPPORTUNITY ASSISTANT PLANNER/DEVELOPMENT OFFICER

Looking for an exciting and challenging new job ... then we invite you to apply for the position of Assistant Planner/Development Officer with Lacombe County

DUTIES AND RESPONSIBILITIES: Reporting to the Manager of Planning Services, you will have a wide range of current planning duties related to the review and evaluation of rezoning, subdivision and development applications, including making decisions on some applications; the preparation of land use bylaw amendments and other municipal planning policy; the issue of compliance reports; and the undertaking of research and analysis in matters of land use and community development issues. The preparation and presentation of reports to County Council and other Boards and Committees will be an integral part of your duties. These duties will require you to closely interact with the public, developers and other government authorities.

Located in the Edmonton-Calgary corridor, the challenges of growing development pressures will offer you a wonderful opportunity to develop your skills and expertise.

QUALIFICATIONS AND SKILLS REQUIRED: The position requires excellent organizational, public speaking and report writing skills; well developed interpersonal and public relations skills; and a demonstrated ability to work effectively, both independently and as part of a team. You should possess a degree in planning or a related discipline. Previous work experience in a municipal planning and development environment is preferred. You should also be eligible for full membership with the Canadian Institute of Planners.

SALARY AND BENEFITS: The County offers an excellent working environment, professional development opportunities, comprehensive benefits package, and a competitive salary based upon qualifications and experience.

DEADLINE: If you are interested in this position, please send your resume, providing details of your qualifications and skills, experience and salary expectations, to:

Allan Williams, ACP, MCIP
Manager of Planning Services
Lacombe County
RR 3
Lacombe AB T4L 2N3

Phone: (403) 782-6601 Fax: (403) 782-3820

Email: awilliams@lacombecounty.com

Applications by EMAIL will be accepted. Please note that this competition will remain open until a suitable candidate is selected. Applications will be reviewed as they are received. Those selected for an interview will be contacted within 2 weeks of receipt of their application.

For further information about Lacombe County, we would encourage you to visit our website at www.lacombecounty.com.

We thank all applicants for their interest. However, only those who have been selected for an interview will be contacted.