



NORTHERN SUNRISE COUNTY

Bag 1300
Peace River, AB
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JOB DESCRIPTION

TITLE: DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

REPORTS TO: Chief Administrative Officer

POSITION SUMMARY: Reporting directly to the Chief Administrative Officer, the Director of Planning and Community Development is responsible for land use and development functions, economic development functions, industry relations, and acts as a liaison between industry, provincial and federal ministries in economic and community development matters.

SPECIFIC ACCOUNTABILITIES

Planning & Development Scope:

- Respond to inquiries and oversee the process of Development permits, Land Use Bylaw amendments, Subdivision applications, and Development Officer functions
- Participate in the development and revision of planning legislation including Land Use Bylaw, Municipal Development Plan, Intermunicipal Development Plans, Area Structure Plans, and the Rural Road Study
- Approve development permit applications, including oil and gas development applications and notifications
- Acts as Technical advisor to Municipal Planning Commission
- Prepare and present Requests for Decisions and MPC
- Coordinate Statutory Plan updates with MMSA
- Carry out field inspections of developments, and ensure follow up
- Works with Community interest groups to further develop community services

Economic Development Scope:

- Prepare and implement strategic plans and economic - tourism development initiatives
- Identify and promote improvements to and expansion of existing businesses and industries
- Identify new opportunities for businesses
- Research, apply and do follow up on grant opportunities for both the County, as well as, for economic – tourism opportunities that will benefit the County
- Provide recommendations related to the placement and design of County advertising for economic – tourism opportunities
- Develop and maintain a County business directory
- Oversee web page development and updating
- Maintain an ongoing advertising strategy to maximize the County's visibility
- Assist other departments in the development of reports and grant applications

A vibrant and dynamic County, reflecting strong values and progressive attitudes, while balancing nature and economic growth in a global environment.

Community Services Scope:

- Supervises the Supervisor of Community Services in their program delivery

Industry and Business Scope

- Initiate contact with and maintain a strong working relationship with Industry relying on transportation (road, rail, air, and water)
- Work with Government ministries pertaining to infrastructure
- Liaison on a regular basis with Alberta Economic Development and Trade, the Economic Developers' Association of Alberta, the Peace Region Economic Development Alliance, Industry Canada, Regional Economic Development Officers (EDOs), and any other organizations, that may provide benefit to the County
- Facilitate relationships with Aboriginal/First Nation organizations within the County
- Maintain a working relationship with the region's other municipalities and EDOs in an attempt to identify projects that may be of mutual benefit
- Liaise with industry on a regular basis to maintain open lines of communications.

There will be some features of work which create unusual demands and irregular hours of work. The position attends various meetings as a municipal staff representative upon request.

QUALIFICATIONS/EXPERIENCE:

- Post Secondary education in Business Development, Planning, or related disciplines
- Minimum three (3) years of related experience, preferably in local government, resulting in a working knowledge of municipal government operations, including annual operating and capital budget preparation.
- Working knowledge of the relevant legislation and regulations relevant to planning and development, including *Municipal Government Act*, the Subdivision and Development Regulations, the Municipal Development Plan, Land Use Bylaw, Intermunicipal Development Plans, as well as other plans and studies applicable to the municipality
- Knowledge of primary industries within the County including Oil & Gas, Agriculture, Forestry and Tourism.
- Project management experience.
- Must be computer literate, have experience with Microsoft Office programs, and be familiar with a network environment.
- Ability to work independently within a team environment with excellent interpersonal verbal and written communication skills to interact with the public, staff, Council, and external agencies.
- Skills in developing and evaluating staff.
- Must have a valid class 5 driver's licence.

Last updated October 2016