

Assistant Planner

1 - Year Contract

The Opportunity

The Oldman River Regional Services Commission is seeking a motivated, detail-oriented individual to join our team as an **Assistant Planner** at our office in Lethbridge, Alberta. In this role you will play a crucial part in supporting our Planners and member municipalities in a variety of projects regarding land use plans, development matters, community analysis, and various research and planning activities.

Lethbridge is a flourishing city of just over 100,000 residents, whose economy has been largely tied to the agricultural industry, and has expanded into a thriving industrial, commercial, research, and technology hub in Southern Alberta. The City of Lethbridge is home to two post-secondary institutions, the University of Lethbridge and Lethbridge Polytechnic and numerous recreation opportunities including over 200 km of trails, three major museums and art galleries, and a variety of annual festivals and events for both sports and cultural fanatics. Being situated at the intersection of Highway 3, 4 and 5 we are perfectly located to explore the Canadian Rocky Mountains to the west and the Canadian Badlands to the east.

Who Are We?

For the past 70 years, the Oldman River Regional Services Commission (ORRSC) has provided a mix of professional municipal planning, mapping, geographical information system (GIS) and regional assessment review board services and advice to our 41 municipal members across Southern Alberta. Alberta Municipal Affairs has called ORRSC a

“Successful example of a shared not-for-profit municipal service.”

Qualifications

- Post Secondary degree or diploma.
- Post Secondary degree or diploma in urban planning, urban and regional studies, or a related discipline would be considered an asset.
- Completion of the Applied Land Use Planning Certificate would be considered an asset.
- Minimum of two years of work experience in an administrative role or a role with administrative responsibilities.
- Minimum of two-years of related work experience in the municipal sector, land use planning, or other equivalencies would be considered an asset.
- Understanding of the Municipal Government Act, planning terminology, and planning and development issues in the municipal context would be considered an asset.
- Excellent written and oral communication skills.
- Proficient computer skills, including MS Office and Adobe.
- Strong interpersonal and intrapersonal skills, with the ability to take direction.
- Effective time management, organization and multi-tasking skills.
- Alberta Class 5 drivers license.
- Only candidates who are authorized to work in Canada will be considered.

Assistant Planner

1 - Year Contract

Duties & Responsibilities

- Provide assistance to Planners and Senior Planners.
- Undertake research, prepare reports, and present information in a timely manner.
- Assist in the preparation, presentation, and amendment of long-range plans and land use bylaws.
- Collect and analyze various municipal data on communities.
- Handle public inquiries regarding information on municipal planning and development matters.
- Attendance at municipal council, administrative, and development authority meetings, as required.
- Assist with Subdivision and Development Appeal Board hearings.
- Assist with training, open houses, workshops, and other educational, training or public participation opportunities as required
- Assist in the processing of subdivision applications, including site inspections.
- Assist in general office duties and administration.
- Any other related duties that may be required.

Additional Details

- **Salary:** Estimated starting salary range is **\$59,500 to \$76,000**; based on experience and qualifications.
- **Contract:** This position is for a 1-Year contract, successful candidates may have their contracts extended or a permanent contract may be extended.
- **Hours:** 8:00 am to 4:30 pm (7.5 hours) Monday to Friday; Attendance at evening meetings as required based on responsibilities and duties.
- **Reporting:** This position may report to the Planner, Senior Planner, and/or Chief Administrative Officer but works closely with all positions within the organization.

Qualified candidates should submit their cover letter and resume to [Lenze Kuiper, CAO at admin@orrc.com](mailto:Lenze.Kuiper@orrc.com). We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. This posting will remain open until **Monday, March 31, 2025 at 4:00 pm.**