

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 municipal members.

Alberta Municipal Affairs has called ORRSC a

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

Additional Details

Reporting To: Chief Administrative Officer.

Hours: 8:00 am to 4:30 pm (7.5 hours) Monday to Friday; Attendance at evening meetings as required.

Estimated Salary Range: \$71,000.00 to \$95,000.00; based on experience and qualifications.

The Opportunity

The Oldman River Regional Services Commission is seeking a self-motivated, dedicated individual to join our team as a **Planner** at our office in Lethbridge, Alberta. You will play a crucial role in supporting our member municipalities by preparing statutory land use plans, land use bylaws, offering development advice and research, while also aiding our Senior Planners in a variety of projects.

Duties & Responsibilities

- Provide day-to-day planning advice to member municipalities.
- Preparing, presenting, and amending long-range statutory plans and LUBs.
- Review and process subdivision applications.
- Undertake research, prepare reports, and present information in a timely manner.
- Handle public inquiries regarding information on municipal planning and development matters.
- Attend municipal council, administrative, and development authority meetings; meetings outside of normal business hours may occur.
- Perform clerk duties for Subdivision and Development Appeal Board hearings.
- Provide development officer services and guidance to member municipalities, as required.
- General office duties and administration, and any other related duties that may be required.

Qualifications

- Undergraduate degree in urban planning, urban and regional studies, or a related discipline; or completion of the Applied Land Use Planning Certificate; or equivalent work experience in the municipal land use or planning realm may be considered.
- A minimum of five-years of related work experience in the municipal sector, land use planning, or other equivalencies.
- In-depth knowledge of the Municipal Government Act, planning terminology, and planning and development.
- Proficient in community, urban and rural planning practices, principles and procedures, an asset.
- Effective written and oral communication skills.
- Strong interpersonal, problem solving, and decision-making skills.
- Excellent time management and organizational skills, with a high attention to details.

Qualified candidates should submit their cover letter and resume to Lenze Kuiper, CAO at admin@orrsc.com. We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. This Position will remain open until **Friday, February 28, 2025 at 4:00 pm**.