

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.

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 in planning, urban and regional studies, or a related discipline.
- Completion of the Applied Land Use Planning Certificate would be considered an asset.
- Minimum of five-years of related work experience in the municipal sector, land use planning, or other equivalencies.
- Exceptional working knowledge of the Municipal Government Act, Subdivision and Development Regulation, other applicable regulations, planning terminology, and planning and development concepts.
- Knowledgeable in community, urban and rural planning practices, principles and procedures.
- Excellent written and oral communication skills.
- Proficient computer skills, including MS Office and Adobe.
- Possess progressive interpersonal and intrapersonal skills, in order to effectively interact with colleagues, the general public, community partners, elected officials, and municipal senior leadership.
- Strong problem solving and decision-making skills.
- Effective time management and organizational skills, with a high attention to details.
- Alberta Class 5 drivers license.
- Only candidates who are authorized to work in Canada will be considered.

Duties & Responsibilities

- Provide day-to-day planning advice to your assigned member municipalities.
- Preparing, presenting, and amending long-range statutory plans and Land Use Bylaws.
- 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.
- Facilitate training, open houses, workshops, and other educational, training, or public participation opportunities.
- Participate in consultation with the Provincial Government and other stakeholders.
- Perform clerk duties for Subdivision and Development Appeal Board hearings.
- General office duties and administration.
- Other related duties that may be required.

Additional Details

- **Salary:** Estimated starting salary range is **\$80,000 to \$112,000**; based on experience and qualifications
- **Benefits:** Extended health and dental benefits, Employee and Family Assistance Program, Local Authorities Pension Plan, paid sick time, three (3) weeks vacation a year, flexible work arrangements, and professional development opportunities.
- **Hours:** 8:00 am to 4:30 pm (7.5 hours) Monday to Friday; Attendance at evening meetings as required based on assigned responsibilities and duties.
- **Reporting:** This position reports to the 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@orpsc.com](mailto:Lenze.Kuiper@orpsc.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 **Monday, March 31, 2025 at 4:00 pm.**