



TOWN OF GIBBONS
EMPLOYMENT OPPORTUNITY
PLANNING AND DEVELOPMENT OFFICER

Located only 15 minutes north of Edmonton, Gibbons is just the right mix of small-town life with access to city amenities. With a strong, tight knit team, we are a progressive, forward thinking community and we are growing!

The Town of Gibbons is looking for an outgoing and enthusiastic individual to join our team as a Planning and Development Officer. Reporting to the Assistant CAO, the role of Planning and Development Officer will take the lead on processing development permits and subdivision applications and will be involved in planning policy development, including updates to the Municipal Development Plan and the Land Use Bylaw. We are looking for an individual that demonstrates strong teamwork abilities coupled with proven analytical, development facilitation, and policy formulating skills.

The ideal candidate will have a sound understanding of the Municipal Government Act, planning regulations, and municipal planning processes and requirements as well as knowledge and experience in municipal land use planning. As a strategic thinker, you will demonstrate exceptional attention to detail and excellent analytical skills combined with interpersonal and communication (verbal and written) skills. Your prioritization and time management skills will allow you to work on multiple projects under tight timelines. Experience in Economic Development would be considered an asset.

Please forward your resume with cover letter and salary expectatons to Mike Dubreuil, Assistant CAO.

Email: mdubreuil@gibbons.ca

Mail: Town of Gibbons
Box 68
Gibbons, AB T0A 1N0
Attention: Mike Dubreuil, Assistant CAO

We thank all applicants for the interest, however, only those applicants receiving an interview will be contacted.



Planning & Development Officer

Established:	October 2019
Revised:	March 2021
Department:	Administration
Division:	Planning Services Division
Reports to:	Assistant Chief Administrative Officer (CAAO)
Subordinate Positions:	

SUMMARY DESCRIPTION

Plan, co-ordinate, and lead current and long-range planning projects and policy initiatives. Works with the contract planning services group, provides advice and recommendations to the CAAO, the Subdivision Authority as well as the Subdivision and Development Appeals Board. Actively seeks out and attracts new commercial/industrial opportunities to Gibbons.

WORK PERFORMED

Land Use Development Service

- Reviews applications and Issues Development Permits, Subdivision Applications; Land Use Bylaw changes; Compliance Certificates and Rezoning applications.
- Processes subdivision, road closure, encroachment, and similar applications.
- Receives, reviews, and analyses development-related submissions received by the Town and develops recommendations.
- Frequent public/external contact requiring extensive knowledge and discretion to explain statutory plans and policies and manage multiple stakeholders.
- Ensures compliance with and enforcement of provisions of the Town's Land Use Bylaw, Municipal Government Act and Town Bylaws and policies as they apply to the full range of municipal planning services.
- Make decisions on development-related submissions and presents the submission with recommendations to the appropriate authority.
- Conducts site inspections as required.
- Attends and presents at Council meetings, Subdivision Authority meetings, Subdivision and Development Appeal Board Meetings and any other meetings as assigned by the CAAO.
- Keeps current with knowledge and application of legislation such as the Municipal Government Act as it relates to development.
- Maintains and manages the Town's GIS system and works in coordination with the Town's GIS contractor.

- Provides information for general inquiries and assistance to applications for development and zoning submissions.

Economic Development

- Manages advertising contracts
- Maintains inventory of commercial/industrial land – sale or rentals
- Maintains contact with local businesses
- Attends Economic Developers meetings as assigned by the ACAO
- Manages inventory and distribution of Town promotional materials

Bylaw Enforcement Services

- Manages all bylaws complaints and liaises with the Town's Bylaw Enforcement Contractor.
- Assists Enforcement Services as required.
- Acts as a resource person for inquiries regarding said bylaws whether by public or internal requests and refers the matter to the proper authority.

Financial

- Assists in preparing and monitors the Planning & Development department budget to ensure that the municipal finances are maintained in an accurate and timely manner.

Other

- The incumbent may also responsible for other duties as required or assigned.

KNOWLEDGE, ABILITY, SKILLS REQUIRED / PREFERRED

- A minimum educational achievement of a High School Diploma supplemented with an Applied Land Use Planning Certificate and/or equivalent education.
- Several years of directly related work experience.
- Experience and training in a Municipal Administration environment desirable, including a good working knowledge of municipal planning and legislation.
- Knowledge of the Alberta Building Code.
- Clear understanding of all facets of land development, both from a public and private sector standpoint.
- Superior verbal and written communication skills.
- Good general knowledge of public and internal communications.
- Computer literacy with Microsoft Office Suite and GIS software.

COMPETENCIES AND BEHAVIOURS

The incumbent is expected to demonstrate the following competencies and behaviours, to successfully meet the requirements of the position:

- Ability to support a fully participative workplace as to positively engage and motivate others and sustain optimum productivity and continuous improvement.
- Ability to work co-operatively as a team member, to assist and support other

employees, departments, and Council and to facilitate a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge.

- A constant awareness and service orientation to the customers, both internal and external.
- Effective interpersonal skills in dealing with management, peers, the public and council under all types of conditions. A positive and generally supportive and collaborative approach. A highly effective communicator with a strong ability to listen and present information to various groups.
- A high degree of personal initiative with good planning and organizational skills, delivered with integrity and professionalism.
- Pragmatic Decision Maker – within the overall vision and values of organization, able to recognize changing priorities and approaches and show common sense and sound judgement abilities.
- Continually updating own knowledge in leadership, planning, development, economic development, municipal legislation, internal and external communications and applying their knowledge to improve the way the Town does business.

Memberships

- Eligible for membership
 - Canadian Institute of Planners and/or
 - Alberta Development Officers Association (ADOA) and/or
 - Economic Developers of Alberta (EDA)