

# Mackenzie Municipal Services Agency Career Opportunity

## Municipal Planner

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The Mackenzie Municipal Services Agency is seeking a highly motivated, energetic professional to join our Planning team. The Agency provides regional, municipal and subdivision planning services to twelve municipalities in north-west Alberta. We take pride in living where we work, and developing a local knowledge base to inform our planning services. We work closely with each municipal administration on a diverse array of planning challenges, resulting in interesting planning projects related to both current and long term planning.

### The Position

Reporting to the Manager of Planning, the incumbent will be a key part of the Agency's planning team. The primary responsibilities will include:

- Providing planning recommendations to member municipalities on regional and municipal planning issues, and subdivision applications.
- Supporting decision making processes for planning applications.
- Preparing statutory plans and bylaws, related amendments and forms.
- Coordinate directly with municipal staff, project stakeholders, various levels of government, consultants
- Coordinating the design, implementation and management of varying planning projects.
- Presentations to elected officials, community organizations and the public.
- Research, evaluate and analyse planning land use/development issues.
- Providing day-to-day advice to municipal councils and staff.

This position plays a key role in the delivery of planning services to our members and will require an individual seeking exposure to a challenging and diverse experience.

### Qualifications

- Degree in Urban and Regional Planning, Geography, Architecture, Engineering or a related discipline required, preferably at the Master's level.
- 2 or more years of experience in a municipal planning environment or an equivalent combination of training and experience.
- Membership, or eligibility for membership, with the Canadian Institute of Planners(CIP).

### Skills and Abilities

- Strong understanding of municipal land use processes and the principles of rural, urban and regional planning;
- Knowledge of urban design.
- Understanding of applicable legislation and regulatory requirements in Alberta is preferred.
- Strong writing, presentation and communication skills.
- Ability to demonstrate tact and diplomacy when resolving customer complaints.
- Analytical skills and the ability to understand and report on technical information.
- Self-motivated, with the ability to work independently as well as within a team.
- Strong organizational, prioritizing and time management skills.
- Proficiency with MS Office, experience with industry specific software is an asset.

### Compensation

The Agency offers a very competitive salary range and an excellent benefits and pension plan package.

**This position will remain open until a suitable candidate is found.**

Please submit a detailed resume and a cover letter to:

Karen Diebert, Manager  
Mackenzie Municipal Services Agency  
P.O. Box 450, BERWYN, ALBERTA T0H 0E0  
Phone (780) 338-3862 Fax (780) 338-3811  
Email: [info@mmsa.ca](mailto:info@mmsa.ca)

*All applicants must be legally entitled to live and work in Canada. Only those applicants selected for interview will be contacted.*