

# MANAGER, PLANNING AND ECONOMIC DEVELOPMENT (PERMANENT FULL-TIME)

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing center for the surrounding rural community.

The Administration of the Town of Morinville prides itself on building on its rich heritage in creating a lasting legacy for Morinville, and does so with service, integrity, and commitment at the heart of our work. We are seeking a **full-time Manager, Planning & Economic Development** who will lead the team in delivering a high level of service and professionalism, as we enter an exciting time of transformation and growth. As a member of the Senior Leadership Team, the Manager provides compelling, strategic and operational land-use planning and economic development leadership to the organization. The Manager is also responsible and accountable for the provision of current and long-range planning, subdivision and development processing, building and safety codes (via contracted providers), business licensing, and economic growth and sustainability. This position is a key liaison between the Town and the Region including the Edmonton Metropolitan Region Board and Edmonton Global.

## Key responsibilities of this position include:

- Leads the Planning & Economic Development Department to ensure effective and efficient delivery of services within the established financial parameters and policy guidelines.
- Develops strategies, policies and operational plans for the department that ensures appropriate input as needed to ensure consistency with overall corporate planning processes and desires.
- Develops and manages the department's capital and operational budgets to support operational and strategic needs.
- Ensures staff resources are in place and utilized effectively to meet all service delivery requirements ensuring stewardship is being provided for human resource planning, hiring, payroll management and employee development.
- Manages timelines, core functions and activities to ensure services and program objectives are met as identified by Council and where required by organizational policy.
- Ensures compliance with local policies and bylaws, provincial and federal regulations or agreements including those of any professional standards regulating bodies such as the Alberta Professional Planners Institute, the Canadian and Alberta Associations of Economic Development Professionals, Alberta Development Officers Association and the Alberta Safety Codes Council.
- Leads preparation of statutory plans and bylaws for Council adoption and periodic review in accordance with the Municipal Government Act and widely accepted best municipal planning practices.
- Leads the development and implementation of plans that bring economic best practices to the Town and oversees the implementation of the Economic Development Strategic Action Plan.
- Identifies, supports, and leads (as appropriate) intramunicipal, intermunicipal, regional, intergovernmental, and non-governmental partnership initiatives.

## Requirements:

- An accredited degree in land-use, planning, economic development, or related field is required. An equivalent combination of education and experience may be considered.
- Minimum of 5 years of progressive administrative and senior managerial experience, including supervisory responsibilities, in a public sector environment is required.
- Responsible Professional Planner (RPP) professional designation from the Alberta Professional Planners Institute is an asset.
- Certified Local Government Manager (CLGM) designation would be an asset.
- Prior municipal experience is an asset.

**Compensation/Hours of Work:** Annual salary range of \$119,601 to \$142,810 (7 Step Grid), based on a 35 hour work week. We offer a comprehensive benefits package including pension, professional development opportunities and a supportive work environment.

**Application Deadline: May 24, 2022 by 12pm (noon)**

**Submit resume and cover letter, quoting "COMP #202223-MPED" to:**

Human Resources, Town of Morinville  
10125-100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web: [www.morinville.ca](http://www.morinville.ca)

*The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.*

