

Who We Are

PRMS is a regional organization providing planning, safety code and GIS services to 24 member municipalities across over 4 million hectares in east central Alberta. Our Municipal membership is diverse, ranging from large rural counties to small villages, and everything in between.

PRMS members are communities that work together to create resiliency based on a foundation of regional collaboration.

Benefits of Joining PRMS

- ✓ Opportunity to work on a broad range of projects
- ✓ Work with both Rural and Urban Municipalities
- ✓ Opportunity for creativity in your work
- ✓ Competitive Salary & Benefits
- ✓ Work-life Balance (every second Friday off)
- ✓ Casual internal work environment

The Opportunity for You

Palliser Regional Municipal Services (PRMS) is seeking a qualified Planner to join our team working out of the PRMS office in Hanna, AB. **Remote work arrangements may be considered for the right candidate. This position will be tailored to the applicant's skills and experience, offering flexibility in focus areas.**

To succeed in this role, you must have strong interpersonal and communication skills, with the ability to guide individuals through complex processes. Excellent writing abilities are essential, along with a focus on delivering outstanding customer service and building positive relationships.

The position is flexible and will be tailored to the applicant's skills and experience, offering opportunities to:

- Provide support, training and tools for development officers across the PRMS region.
- Collaborating with municipalities to enhance and review Land Use Bylaws (LUBs).
- Leading or assisting on drafting new statutory planning documents such as MDPs, and ASPs.
- Facilitating community engagement processes.
- Processing planning document amendment applications, working on subdivisions and related projects.

Qualifications

- Post Secondary degree in planning, urban and regional studies, or a related discipline.
- Experience in planning or development permit processes.
- In-depth knowledge of provincial and municipal planning legislation, including the Municipal Government Act and planning documents in Alberta.
- Proficient in community planning practices, principles, and procedures for both rural and urban settings.
- Experience in drafting bylaws, policies, and procedures.
- Experience with subdivision and development appeal board (SDAB) processes is considered an asset.
- Proactive with the ability to work independently and meet deadlines.
- Strong written, verbal, and presentation communication skills.

Contact Details

Qualified candidates should submit a letter of interest and resume outlining their experience and qualifications to the attention of the undersigned:

Devin Diano, CEO/Director of Planning

P.O. Drawer 1900, Hanna, Alberta. T0J 1P0

Phone: (403) 854-3371 - E-mail: ddiano@palliserservices.ca

We sincerely thank all candidates for their interest, but only those applicants who are selected for an interview will be contacted. **The Position will remain open until a suitable candidate is selected.**