

Planner



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Planner!*

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Evaluate planning applications and draft staff reports for presentation to Municipal Council and Committees.
- Organize and host Public Information Meetings.
- Review technical documents such as site plans and reports from other professionals.
- Liaison with applicants through email and phone.
- Respond to information requests from the general public and other stakeholders.
- Ensure statutory requirements of the Municipal Government Act pertaining to land use by-law amendments and/or development agreements are fulfilled.
- Make recommendations to Council or committee and answer questions based on specific knowledge, training, expertise and experience.
- Research unique municipal properties – Municipal Developments, Solar Infrastructure, Land Donations, etc.
- Participate in Planning projections including Community Plans and Active Transportation Plans.
- Process MPS amendment projects, including community consultation, policy writing, research and analysis.

Candidate Profile

Education and Experience

- Bachelor Degree in Planning, Master of Planning preferable.
- Minimum of two years' experience required.
- Experience in a municipal government or other public sector setting would be considered an asset.
- Eligibility for Membership in Canadian Institute of Planners and regional/provincial affiliate.

Knowledge, Skills, Abilities

- Excellent customer service skills
- Ability to interpret and evaluate planning policy and legislation.
- Review detailed planning proposals and technical reports.
- Identification and application of mathematical and statistical concepts pertaining to land-use.
- Superior organizational, analytical, research, problem solving and decision-making skills.
- Strong written, communication and computer skills.
- Ability to work well in a team environment.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 9 (\$38.20/hr - \$45.56/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30 Friday June 13, 2025**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

