



MANAGER OF PLANNING

Competition #: CC10032025MOP

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

We have an exciting opportunity for a **full-time, permanent Manager of Planning** to join our team.

THE OPPORTUNITY

Reporting to the General Manager of Planning and Intergovernmental Affairs, the Manager of Planning is responsible for the leadership, coordination, and delivery of planning and development services for Cypress County. This role leads the preparation and implementation of major land use planning initiatives, including statutory and non-statutory plans, ensuring alignment with legislation and Council's strategic direction.

The Manager oversees the full scope of municipal planning processes and may assume primary project management responsibilities for complex or contentious applications and enforcement files. This position leads, mentors, and supervises professional and technical staff, while fostering a culture of customer service, teamwork, and continuous improvement.

QUALIFICATIONS

- Degree in Planning, Geography, Environmental Studies, or a related field, with a minimum of five (5) years of progressively responsible planning experience and at least three (3) years in a managerial or leadership capacity (preferably in a local government setting).
- R.P.P. designation (or in progress) is considered an asset
- Strong knowledge of land use planning theory, concepts, skills, and tools.
- Proven ability to lead and develop a team while building effective working relationships across multiple stakeholders.
- Excellent communication, organizational, analytical, and problem-solving skills.
- Proficiency in Microsoft Office 365 and comfort with technology and relevant applications.
- Demonstrated professional writing, editing, and formatting skills for reports, bylaws, and presentations.
- Budget tracking and financial reporting experience.
- Class 5 driver's license and access to a reliable vehicle.
- A combination of education and experience may be considered.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary and excellent benefits.
- A 37.5-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Monday, Nov. 3, 2025 to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line. **Subject Line Example:** Competition CC10032025MOP – First Last

Please ensure your name is clearly indicated on your resume and cover letter. Applications missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*