

Sturgeon County is recruiting for the following position:

## Planning and Development Technician

### Responsibilities:

- Assist the Subdivision and Development Approving Authorities in the processing and review of applications for subdivision and development permits.
- Provide customer service to public inquiries and applications for planning and development related services including but not limited to requests for Letters of Compliance and approach applications.
- Through regular field inspections, monitor and report on development projects and initiate communications with landowner/applicant in cases where projects are progressing in a manner that is non-compliant with the Land Use Bylaw or approval conditions.
- Prepare enforcement related correspondence; implement and maintain development compliance policies and procedures; maintain enforcement file and action log and assist with public education efforts and activities to promote proactive compliance to the Land Use Bylaw.
- Conduct and assemble background research for the preparation of statutory and regulatory documents, and assist in the composition of planning and development reports, policies, processes and any special projects as required by the department.
- Responsible for compilation of meeting agendas and minutes including regular Municipal Planning Commission meetings.
- Provide custom mapping/graphics and audio-visual support for Municipal Planning Commission, Subdivision and Development Appeal Board and Municipal Government Board hearings.
- Develop and maintain department spatial databases and mapping projects in the corporate GIS.
- Distribute and gather input to intermunicipal referrals and generate response for signature by the Department Manager.

**Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.**

**As an employer, we continually seek individuals with the spirit to make things happen.**

**Sturgeon County**  
9613-100 Street  
Morinville, AB T8R 1L9  
County Centre  
PH: 780-939-4321  
Toll Free 1-866-939-9303  
Fax 780-939-2076

E-mail: [hr@sturgeoncounty.ca](mailto:hr@sturgeoncounty.ca)



Interested candidates are encouraged to submit their application/resume by mail, fax or email quoting the competition number.

Thank you to all applicants for their interest in Sturgeon County; however only those chosen for an interview will be contacted.

The personal information you provide will be used for the purposes of determining whether you are suitable and qualified for a position within Sturgeon County and is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. If you have any question about the collection, use, and disclosure of this information, please contact the Access and Privacy Coordinator at 9613-100 Street, Morinville, Alberta, T8R 1L9 or phone 780-939-4321 or email [foip@sturgeoncounty.ca](mailto:foip@sturgeoncounty.ca)

### Qualifications:

- This position requires minimum of a 2 year post-secondary qualification in Land Use Planning, Geography or related discipline.
- Must have strong computer skills utilizing Microsoft Office Products (including Access) and a general knowledge of AutoCAD and GIS fundamentals.
- Previous municipal experience is an asset.
- The candidate must be able to demonstrate strong technical skills, such as report writing, presentation and computer skills. The candidate must have the capability to effectively handle multiple tasks, have an attention to detail and possess the ability to work independently and in a team environment.
- The candidate should display the ability to deliver excellent customer service, public relations and maintain effective working relationships with staff and customers.

Competition Number: #02-2018  
Position Type: Permanent Full-Time  
Rate of Pay: \$64,827 – \$85,305  
Hours of Work: 35 hours per week,  
8:30 a.m. to 4:30 p.m., Monday - Friday  
Competition Closing Date: January 24, 2018