



**EMPLOYMENT OPPORTUNITY**  
**Development Officer**  
**Full-Time Permanent Position**

Woodlands County is seeking an enthusiastic organized individual to fill a fast paced position as Development Officer. Woodlands County is located approximately 170 km northwest of Edmonton with 759,959 hectares of lands that consists of a diverse landscape that supports an array of recreational, agricultural, residential, commercial and industrial opportunities.

Reporting to the Manager of Planning & Development, the successful candidate is responsible for:

- Processing of development permit applications;
- Preparation of compliance letters;
- Providing response to public enquiries/referrals and complaints;
- Attending and making presentations to the public and various municipal boards such as County Council, the Municipal Planning Commission and the Subdivision and Development Appeal Board;
- Assisting with enforcement issues, subdivision and land use amendment applications; and other duties as assigned.

The successful candidate should possess:

- Three or more years experience as a Development Officer or equivalent municipal experience will be considered;
- Applied Land Use Planning Certificate or be enrolled in a planning related program;
- Possess a valid driver's license;
- Strong verbal, written, and organizational skills;
- Strong interpersonal, customer service and conflict resolution skills;
- Strong computer skills, Microsoft Office, Adobe Professional, and GIS software.
- Familiarity with MuniSight ES & MuniSight PD

Woodlands County provides a competitive salary range and benefits package. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate. Hours of work are 36.25 hours/week.

Qualified individuals are asked to forward their cover letter and resume marked "Personal & Confidential" no later than **Monday, March 12, 2018** to:

Joan Sloomweg, Manager of Planning & Development  
Woodlands County  
Box 60, #1 Woodlands Lane  
Whitecourt AB T7S 1N3  
Telephone: (780) 778-8400  
Facsimile: (780) 778-8402  
E-mail: [joan.sloomweg@woodlands.ab.ca](mailto:joan.sloomweg@woodlands.ab.ca)