

DEVELOPMENT OFFICER

Term Position

Lac Ste. Anne County's Planning & Development department requires a Development Officer. The Lac Ste. Anne County Office and this position are based in Sangudo, Alberta.

Reporting to the Planning & Development Manager, the Development Officer is the backbone of the department. The Development Officer is responsible for reviewing and making decisions on development permit applications, for providing interpretations and advice on Land Use Bylaw (LUB) regulations to both internal and external customers, providing planning and development expertise as well as advice to a variety of stakeholders, and for participating in and assisting with daily branch operations and initiatives.

Applicant Should Possess:

- Self-motivation, efficiency and strong organization skills
- A clean driver's abstract
- Strong interpersonal and communication skills with a positive manner to the general public and staff members
- Ability to work independently and within a team environment and to adapt to a demanding, dynamic environment
- Working knowledge of the Municipal Government Act and electronic permitting systems considered an asset
- Ability to maintain positive public relations with landowners and developers
- Ability to provide phone dispatch for Departmental function

Ideal Qualifications:

- Post-secondary education in Land Use Planning or related disciplines including completion of Applied Land Use Planning Certificate (ALUP), or a combination of equivalent education experience.
- A background in Municipal permitting.
- Knowledge of relevant, provincial and municipal legislation, policies and programs with ability to integrate and utilize knowledge in planning and development projects.
- Excellent organizational, communication and report-writing skills and demonstrated ability to deal with the public in a courteous and efficient manner.
- Familiarity with County structure, operations, and knowledge of rural community planning is key.
- Strong experience and understanding of community planning practises, principles and procedures, land use planning legislation, land use planning preparation, public participation processes and the ability to integrate and utilize knowledge in rural and urban planning settings.

Salary range: Salary level dependent on experience and qualifications.

Hours of Work: Monday to Friday, 8:30 a.m. to 4:30 p.m. based on a 35 hours per week.

Closing Date: This position will remain open until filled. Interested applicants are asked to submit a resume by email to the address below.

The County thanks all applicants in advance for their interest in this position; however, only candidates selected for an interview will be contacted.

Box 219, Sangudo AB TOE 2A0

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