

Cultivate Your Career



DEVELOPMENT OFFICER I PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Salary	\$70,532 – 86,809 per annum
Closing Date	March 7, 2024
Competition #	24/41

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle, and the cultivation of activities that provide for a well-rounded quality of life.

The City of St. Albert Development Branch is currently recruiting a Development Officer I. The Development Branch administers the development permitting and compliance certificate process as well as ensuring building and renovation design meets the high-quality standards expected in the City of St. Albert.

Reporting to the Manager of the Development Branch, the Development Officer I is the main point of contact on all sign-related matters, including applications, complaints, interpretation of Bylaw regulations, and enforcement items. This position will also process development permit applications for new residential, accessory development, commercial/industrial use changes, home occupations, and ensure proposed developments comply with Land Use Bylaw requirements and are consistent with Statutory Plans.

As the Development Officer I, you will also be required to process compliance certificate applications, together with related processes including resolving unauthorized developments, encroachments, and processing applications for as-built developments. You will regularly liaise with internal and external stakeholders in relation to development approvals and Land Use Bylaw items, as well as preparing and presenting reports to the Subdivision and Development Appeal Board. You will provide Planning and Development Department support by responding to land use related inquiries (walk-in, phone, email), undertaking Land Use Bylaw enforcement action, and conducting research in support of Land Use Bylaw amendments.

QUALIFICATIONS

- Post-secondary degree in Urban & Regional Planning preferred; completion of a related Diploma or Applied Land Use Planning Certificate is acceptable.
- 3 years of relevant experience in the development field.
- Membership in the Alberta Development Officer Association.
- Well versed in the Municipal Government Act, Land Use Bylaw and other municipal bylaws, policies, and standards related to land use and development, together with associated enforcement procedures.
- A valid driver license and reliable vehicle is required.
- Strong computer skills (MS Office programs and permitting software).
- Effective communications skill in both written and spoken forms.
- Excellent time management ability.
- Ability to make sound, rational judgements based upon effective problem-solving capabilities.
- Strong organizational ability.

HOURS OF WORK

Compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks).

COMPENSATION

\$70,532 - \$86,809 per annum. In addition, the City of St. Albert offers a generous and comprehensive flexible benefit package.

The successful applicant will be required to obtain and maintain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert Employment website www.stalbert.ca/employment

CLOSING DATE

March 7, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.