

Planning and Development Officer (Full-Time, Permanent)

Lamont County is located less than 45 minutes east of Edmonton and is part of Alberta's Industrial Heartland. With a population of approx. 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region. Lamont County is a great place to work!

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

We offer exciting and challenging job opportunities focused on delivering and supporting high-quality programs and services to our residents.

Lamont County is seeking experienced and highly motivated individuals to join our team.

We are looking for a **Planning and Development Officer** as part of Planning & Community Services.

The Planning and Development Officer is responsible for review, processing and enforcement of residential and small-scale non-residential development permits in Lamont County, as well as simple subdivisions. The position reports to the Planning and Community Services Director and is mentored by the Senior Planning and Planning and Development Officer. This position is part of the Planning and Development Department.

The Planning and Development Officer works independently or in teams as the situation dictates, and may make presentations to Municipal Planning Commission, and other Boards and tribunals, as needed. This position also acts as a resource and mentor for the Planning and Development Department's Administration Assistant.

JOB DUTIES AND RESPONSIBILITIES:

Core Accountabilities

- Tracks, monitors and follows-up on development conditions from issued permits to ensure compliance.
- Investigates complaints related to development compliance and work with property owners and businesses to achieve compliance.
- Processes compliance letters or file search applications, including review of Real Property Reports and City property files to ensure compliance with approved development and building permits.
- Provides assistance to applicants, landowners, and stakeholders to understand Department processes, bylaws, policies, and permits.
- Works with safety codes officers and mentors the department's Administrative Assistant in the safety codes permit processes, including participation in internal and external audits.
- Participates in pre-application meetings with developers/applicants to discuss proposed applications, as required. Supports customers in understanding and completing the application process for development permits and subdivision applications.
- Reviews small subdivision applications and prepares related reports, recommendations, and documentation.
- Prepares development permit decisions, including recommended conditions of approval that address specific requirements of the site and proposal.
- Ensures subdivision and development permit applications are complete including an assessment of information submitted.
- Reviews requests for compliance and file searches and prepares correspondence with review results.

- Identifies and initiates actions regarding conditionally approved Development Permits within and assists the applicant with understanding how to achieve these conditions.
- Ensures proper filing of permits and related application information in accordance with County records management practices, with Administrative Assistant.
- Ensures consistent, clear and professional written communication and presentations.

SKILLS AND ABILITIES:

- Familiarity with *Municipal Government Act* sections, and demonstrated experience interpreting the MGA, Subdivision and Development Regulation, and other provincial regulations.
- Experience processing development permits and subdivision, including reading plans, bylaw interpretation, and crafting recommendations and conditions.
- Able to explain complex information and judgements, including negotiation and accommodation to aid with cooperation and approvals.
- A strong ability to act independently both within and external to a team environment, dealing positively with the public and coworkers with tight timelines.
- Knowledge of the principles and practices of development and the planning process.
- Proficient in Microsoft Office software.
- Demonstrates excellent interpersonal communication.
- Demonstrates excellent presentation and written skills.
- Membership and professional development with the Alberta Development Officers Association or comparable associations is desirable.
- Attention to detail, solid problem-solving and advanced analytical skills in a diversified and complex work environment.

QUALIFICATIONS AND REQUIREMENTS:

- A post-secondary degree in land use or a related field, certificate in Alberta Land Use Planning, or equivalent.
- Minimum two (2) years of related experience with planning and development processes, preferably in an Alberta municipal setting.
- Ensures safe working practices are observed at all times and reports Occupational Health and Safety related injuries or property damage in accordance with Lamont County procedures and participates in the County's health and safety program and attends applicable trainings.

CONDITIONS OF EMPLOYMENT:

Lamont County is committed to protecting the health and safety of its employees, all personnel are governed by the County's Health & Safety Program. This position has the following pre-screening requirements:

- A satisfactory Criminal Record Check.

This position is based on a 35-hour work week, Monday through Friday, 8:30 a.m. to 4:00 p.m.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We offer a defined benefit pension plan, a comprehensive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays).

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

This competition will remain open until a suitable candidate is found. Internal and external candidates will be considered.

Lamont County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. We are a smoke-free environment; smoking & vaping is permitted in designated outdoor areas only.

Please forward your application in one of the following ways (as one PDF or Word document only):

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca.

Lamont County thanks all applicants for their interest. Please Note: only those individuals who have been selected for an interview will be contacted. Please indicate in your application which position you are applying for and submit a separate application for different positions. All resumes are retained on file for a period of six months.