

## **City of Beaumont Development Officer**

The City of Beaumont is growing and so is our Planning and Development team! Our team is highly collaborative, professional, fun, and passionate about supporting the vision of a growing, vibrant, and spirited community. Beaumont's location within the Edmonton Metropolitan Region, provides a variety of rewarding challenges and the opportunity to apply forward-thinking concepts to advance Beaumont's vision.

Reporting to the Senior Planner, Development Planning, you will be responsible for the quality and timely delivery of planning and development services related to development planning, approvals and compliance. You will bring your thorough knowledge of relevant legislation and the Alberta planning process and act as the Development Authority for development permit files.

### **What YOU'RE Responsible for:**

- Conduct site visits for assigned applications, as required.
- Provide advice, answer inquiries, and assist in interpreting the City's Land Use Bylaw and related land use planning and development matters for the public, development industry, city staff, Council, and other individuals and groups.
- Support senior colleagues in the monitoring and amendment of the City's Land Use Bylaw and participate in process improvement projects to benefit the department's functioning.
- Prepare and present administrative reports to the Subdivision and Development Appeal Board as required.
- Process requests for compliance certificates through the review of Real Property Reports and city property files.
- Provide backup to the Development Compliance Officer to investigate complaints and take appropriate enforcement action regarding the Land Use Bylaw.
- Participate in the development of public engagement initiatives for City led planning activities.
- Keep current on land use and other legislation and trends which impact City policies and practices.
- Understand and adhere to the policies, principles, and practices of OH&S legislation and the City's requirements.
- Participate in workplace safety initiatives.
- Demonstrate the City's values.
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the City.
- Perform other duties and special projects as required.

### **What YOU Bring:**

- 2-year diploma in Land Use Planning, Geography, Urban Studies, Environmental Planning, Civil engineering technology or a related discipline.
- A minimum of one year of related experience. Municipal experience is an asset.
- Applied Land Use Certificate is an asset.
- Member of, or eligible for membership in, the Alberta Development Officers Association.
- Knowledge of Provincial and Municipal Planning policies, legislation, processes, procedures, Land Use Bylaws, and statutory plans.
- Alberta Driver's License, Class 5.
- Ability to work independently and as part of a team.
- Demonstrate strong interpersonal, oral, and written communication skills with attention to detail and accuracy.
- Work collaboratively with and communicate effectively and positively with other team members and external stakeholders.



- Manage time effectively to juggle multiple deadlines and tasks.
- Ability to work within irregular and tight timelines.
- Proficiency in MS Office Suite.

**What WE Offer:**

- A salary range of \$67,030.60-\$87,451.00 per annum (based on experience and qualifications).
- Employer paid Health and Dental benefits package.
- Eligibility to participate in our Earned Day off and Hybrid Work Program.
- Health Wellness and Learning Spending Account.
- Membership to the Beaumont Sport and Recreation Centre.
- Enrolment in Local Authorities Pension Plan (LAPP).
- 35-hour work week (some evening and weekend work may be required).
- And an amazing team to work with!!

If you meet these qualifications, please submit your cover letter and resume as one document by **9:00 AM** on **July 25, 2025**.

**The City of Beaumont is an inclusive and equal opportunity employer. We value the diversity of the people we hire and serve. This means fostering a workplace in which individual differences are recognized, appreciated, and respected. Any persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [careers@beaumont.ab.ca](mailto:careers@beaumont.ab.ca)**

**Information For Applicants:**

- Applications can be submitted via our online recruiting system. If you have any difficulties, please reach out to our HR department.
- We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.
- Final candidates for this position will be required to undergo pre-employment screening, including reference checks, education verification, and a criminal record check.