LAC STE. ANNE DEVELOPMENT OFFICER

Lac Ste. Anne County is seeking a qualified Development Officer to join the Planning & Development team.

Reporting to the Planning & Development Manager, the Development Officer is the backbone of the department.

The Development Officer is responsible for providing administrative and technical support for a variety of functions and duties related to land development within the municipality for the Planning & Development Department:

* Develop and maintain a working knowledge of the relevant legislation and regulations relevant to Planning and Development including: Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan and Land Use Bylaw, Intermunicipal Development Plans, Development Guidelines & General Municipal Servicing Standards, as well as other plans and planning studies applicable to the municipality.
* Participate in the development and revision of planning legislation including Land Use Bylaw, Municipal Development Plan, lntermunicipal Development Plans and Area Structure Plans.
* Process Development Permits, Land Use Amendments, Subdivision applications, and local agency and Provincial referrals.
* Review site and survey drawings to ensure the necessary information has been provided for development, land use amendment and subdivision applications.
* Consult with and respond professionally and promptly to internal and external customer inquiries to with assist with processing applications including Development Permits, Land Use Amendments; Subdivisions to determine boundaries and viability of the application.

**Job Requirements**

* 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.
* Previous experience and strong background in Municipal permitting considered an asset.
* Knowledge of relevant, provincial, and municipal legislation, policies, and programs with the ability to integrate and utilize knowledge in planning and development projects.
* Strong experience and understanding of community planning practices 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.
* Demonstrated ability to maintain positive public relations with landowners and developers.
* Excellent organizational, communication and report-writing skills
* Ability to work independently and within a team environment and to adapt to a demanding and dynamic work environment.
* Must possess and maintain a valid Alberta Operator’s License, with the ability to provide a clean Driver’s Abstract upon request.

Lac Ste. Anne County offers a comprehensive employee benefit package, pension, and an Earned Day Off program.

**Term: Permanent
Salary: $72,901.00 to $86,423.00 Annually.
Closing date: Opportunity will remain open until a suitable candidate is found.**

Interested applicants are requested to submit a resume by email to hr@LSAC.ca. The County thanks all applicants in advance for their interest in this position; however, only candidates selected for an interview will be contacted. This position will remain posted until filled.