STRATHCONA COUNTY

Development Officer I

This posting is for 1 temporary full-time position up to 12 months

The Development Officer I is part of a dynamic team that is responsible for developing permitting and compliance processes within Strathcona County. This work involves receiving, investigating and issuing decisions on development files in accordance with the Land Use Bylaw and managing development permit and compliance files throughout their lifecycle. In addition, the Development Officer is required to prepare statements respecting land use compliance and ensures that development projects are carried out in accordance with conditions of approval including regulations in the Land Use Bylaw and other statutory documents such as the Municipal Government Act (MGA).

This position provides interpretation and guidance on Land Use Bylaw (LUB) regulations to property owners, developers, contractors, businesses, county departments, and the general public. The role also offers information on application requirements and compliance processes, while supporting land development planning inquiries, applications, and related processes.

Key Responsibilities:

- Determine and assign appropriate land use classification, ensuring applicable regulations are met or applicable variance documentation is submitted
- Circulate, when legislated, relevant information to internal/external stakeholder agencies seeking feedback on proposed development or resubmissions
- Review and prepare development notifications and circulations to affected landowners and provide responses related to land use matters
- Interpret and apply the Land Use Bylaw during the review and decision process of development permit applications and statements respecting compliance
- Analyze, review and make decisions on development permits with varying complexity in an urban and rural environment (serviced/un-serviced land) including project-based development
- Conduct site inspections related to proposed development and subsequent inspections to ensure completion and compliance of development permit conditions
- Investigate inquiries and complaints regarding compliance with the Land Use Bylaw
- Provide information and interpretation of development permit decisions and/or Stop Orders to Subdivision and Development Appeal Board (SDAB) hearings for the purpose of representing the regulations and policies of Strathcona County
- Provide information, interpretation, and direction regarding applicable Land Use Bylaw regulations, policies and processes to the development industry and general public

Qualifications and Skills:

- Post Secondary Degree in Planning or a related discipline with 1-3 years relevant experience in a planning, land development or land use compliance role or a Diploma with 3-5 years of related experience
- Experience in both urban and rural planning environment is preferred
- Eligibility for membership in the Alberta Development Officers Association (ADOA)
- Excellent written and verbal communication skills, with the ability to maintain a professional and positive image while working with internal and external customers and residents
- Excellent organization skills with the ability to demonstrate a high standard of thoroughness, accuracy and attention to detail in all aspects of the job
- Ability to work independently while advancing multiple concurrent and competing projects, tasks, and initiatives

- Strong research, analytical and problem-solving skills
- Knowledge of relevant legislation, with the ability to apply legislation, policies and programs to planning and development projects
- Advanced knowledge of development permitting and land use compliance

Conditions of Employment:

- Submission of a Satisfactory Criminal Record Check
- Valid Alberta Class 5 Driver's licence and submission of a 5-year Driver's Abstract with less than 7 demerits

Who We Are:

Strathcona County is a specialized municipality located in the heart of Alberta. Our vision is to become Canada's most livable community, where our workplace culture and identity are supported by our people plan and values of integrity, respect, safety, fairness, and cooperation.

Why Join Strathcona County: (depending on position)

- Competitive salary and comprehensive benefits package, which includes:
  - Extended health and dental coverage
  - Health and wellness spending account
  - Life and disability insurance
  - Retirement and pension programs
  - Earned day off program
  - Employee and family assistance program
- Commitment to employee development, through internal and external training and development opportunities
- Well-being programs and a safety culture focused on physical and psychological health in the workplace

Equivalencies of education and experience may be considered.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Strathcona County is committed to an inclusive, respectful, and equitable workplace that represents the community we serve. We welcome applicants from all backgrounds who can contribute diverse perspectives and experiences.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please apply on our website before 11:55pm on February 1, 2026: Development Officer I - Strathcona County Careers