

EMPLOYMENT OPPORTUNITY

Temporary Full Time Development Officer

(Maternity Leave Coverage)

The Summer Villages on Sylvan Lake Administration Office are seeking a qualified and motivated Development Officer to join our team on a temporary basis to cover a maternity leave commencing May 2026. This role is responsible for processing development applications, implementing land use plans, and ensuring compliance with municipal regulations.

The successful candidate will demonstrate strong critical thinking skills, a commitment to excellent customer service, and the ability to accurately interpret and apply the Land Use Bylaw and other statutory planning documents.

Duties

- Process and review development permit applications for compliance with municipal regulations.
- Issue/close development permits.
- Prepare and present planning reports and recommendations for decision-making processes to Council, Municipal Development Commission and Subdivision and Development Appeal Board
- Conduct site inspections to assess compliance with legislation, bylaws, and municipal policies
- Assist in administering land transactions including acquisitions, dispositions, and encroachments
- Enforce Land Use Bylaw
- Liaise with and respond to inquiries from the public, developers, builders and their agents regarding planning and development control matters.
- Work with Superior Safety Codes (Building, Gas, Electrical, Plumbing, & Sewer Permits)
- Register/Discharge Caveats with Alberta Land Titles
- Consolidate/Separate/Subdivide Parcels with Alberta Land Titles
- Compliance Certificates
- Complaint Investigations/Follow-Up
- Other Tasks as required

Knowledge and Skills

Applicants must have a solid grasp on:

- Municipal Government Act (MGA) and related provincial planning legislation.
- Land Use Bylaws, statutory plans (e.g., Municipal Development Plan, Area Structure Plans), and development processes.

- Ability to interpret and apply regulations to development applications and compliance issues.
- Strong written and verbal communication skills and customer service ability.
- Experience with GIS software an asset.

What We Offer

- Extended Health Care
- Dental Care
- Professional Services (massage therapy, physiotherapy, orthotics, etc.)
- Short-term disability insurance
- Long-term disability insurance
- Employee Family Assistance Program
- Accidental death & dismemberment

Qualifications

- Post-secondary diploma or degree in Land Use Planning, Urban/Regional Planning, Geography, Environmental Planning, or a related field an asset.
- Completion of an Applied Land Use Planning Certificate .
- 3 years previous experience working as Development Officer.
- Exceptional communication and customer service skills.
- Strong computer software knowledge in Microsoft Office Suite.
- Valid driver's license.
- Driver's abstract and criminal record check are required.

Other

This is a temporary 18-month full-time position to cover a maternity leave. Hours will be Monday – Friday from 8:30 a.m. until 4:30 p.m. (35 hours per week) with an hour for lunch. Remuneration commensurate with education and professional experience

Please submit your résumé and cover letter by March 29, 2026. Your application should clearly outline how your experience and qualifications align with the requirements of the position. Interviews are scheduled to begin in April, and candidates will be shortlisted based exclusively on the information provided in their submissions. Only applicants selected for an interview will be contacted. Please email your resumes to:

Summer Villages on Sylvan Lake
2 Erickson Drive
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