

Senior Planning & 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 & 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.

Lamont County is seeking experienced and highly motivated individuals to join our team. We are looking for a full-time *Senior Planning & Development Officer* as part of Planning & Community Services.

The Senior Planning and Development Officer is a motivated self-starter who uses their expertise in leading planning and development processes. This position is responsible for amending, interpreting and implementing Lamont County's *Land Use Bylaw*, processing complex development permits and subdivisions, as well as being a resource and mentor for the Development Officer and Administrative Assistant. This position reports to and works closely with the Planning & Community Services Director.

JOB DUTIES AND RESPONSIBILITIES:

- Extensive knowledge and experience working with land use bylaws, the *Municipal Government Act*, and subdivision and development regulations, including taking the lead on all aspects of the *Land Use Bylaw*.
- Manages and/or participates in complex consultation and negotiation, consultant contracts, and multi-disciplinary teams/projects to adhere with provincial legislation and county policies and performs related duties on bylaw amendment and subdivision applications.
- Effectively represents the County in public and landowner/applicant meetings.
- Processes major development permit and subdivision applications, including coordination of circulations to internal departments and external agencies, and prepares development permit decisions, including recommended conditions of approval that address specific requirements that take into consideration the specifics of the site and proposal.
- Meets with developers to discuss their proposals and offers advice and guidance in development permit, subdivision, and bylaw amendment processes.
- Ensures subdivision and development permit applications and approvals are complete and filed; including an assessment of information submitted and regarding conditionally approved development permits with expiry dates, working with the applicant to achieve these conditions.
- Assists the Finance Department in maintaining an accurate log of all letters of credit required as a condition of development or subdivision approval, and creates the necessary forms for new, revised or released letters of credit.
- Endorses stamps of compliance on real property reports and offers advice to applicants to bring properties into compliance when real property reports are reviewed.
- Manages security deposits and refunds on property approaches and assist the Public Works Department to determine annual approach construction program.
- Promotes strategic plan goals and objectives to landowners and applicants as it relates to land use and development.

- Maintains a high degree of tact, respect and professionalism in all interactions, including in presentation to Subdivision Authority and Appeal Boards, advisory committees, and with the public, Council and other stakeholders.
- Ability to make decisions from broad objectives, instructions and policies. Problems addressed and subsequent decision making using factual data and applying fundamental principles.

SKILLS AND ABILITIES:

- Experience working with a (rural) municipality and/or heavy industry is preferred.
- Comfortable and proficient with a variety of information tools including GIS systems, application software, and various databases, as well as MS Office and Adobe software.
- Able to explain complex information and judgements, including negotiation and accommodation to aid with cooperation and approvals.
- Exceptional communication skills (both written and verbal) that allows for clear communication of complex matters.
- Proactive and well-organized, with the ability to work collaboratively, prioritize and meet deadlines, and resolve issues.
- Facilitation, mediation and/or negotiation in complex and otherwise difficult situations.
- Attention to detail, solid problem-solving and advanced analytical skills in a diversified and complex work environment.
- Manages projects including the overseeing of planning work, technical and clerical support personnel involved in a project. However, supervision of employees is the responsibility of the Director.
- Demonstrated history and successful track record of processing a diverse range of complex development permit applications in a fast-paced municipal environment.
- Able to interpret land use bylaws, building construction plans, drawings, site plans, sketches, and related documents.
- Awareness and sensitivity towards the current economic and political environment and its impact on the planning environment.
- A strong ability to act independently both within and external to a team environment, dealing positively with the public and co-workers with tight timelines.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary education in a related field (Diploma/Degree in a related field). An equivalent combination of education and experience may be considered.
- Membership and demonstrated professional development with the Alberta Development Officers Association and/or Alberta Professional Planning Institute or comparable associations is preferred.
- Five years of progressively responsible and diversified experience in a municipal environment is preferred.
- 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.

Salary Range: \$106-119,400 per year.

Lamont County offers a competitive salary, a comprehensive benefit package and defined benefit pension program. Internal and external candidates will be considered. This competition will remain open until suitable candidates are found.

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.