



# EMPLOYMENT OPPORTUNITY

## Development Officer *Maternity Leave Coverage*

Posting 2026/19

### Position Summary

As the County of Wetaskiwin continues its commitment to revitalize and enhance its economic landscape and mission for sustainable growth and development, we are currently recruiting for a dynamic and visionary individual to join the Planning & Development Department as a **Development Officer**. This role will provide full-time coverage during a temporary leave (anticipated ~13 months beginning in August 2026) while maintaining continuity across ongoing projects and initiatives.

Reporting to the Director of Planning & Development, the Development Officer shall undertake and complete all assigned tasks and responsibilities with minimal supervision and at a decision-making level. This position requires considerable interaction with the public, developers and regulatory agencies. The Development Officer shall be able to complete the tasks and responsibilities with direct liaison with department directors and outside agencies. Familiarization with all department functions is critical to ensure support is also provided to those positions from time to time. Hours of work are 8:30 a.m. to 4:30 p.m., or as required.

### Responsibilities

The successful candidate will be responsible for:

- Confirm that all incoming application submissions meet the requirements, and all relevant information is submitted
- Determine and assign appropriate land use classification, ensure applicable regulations are met or applicable variance documentation is submitted
- Manage the application review process ensuring files are processed in a timely and efficient manner
- 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 a rural environment
- Provide information and interpretation of development permit decisions to Subdivision and Development Appeal Board (SDAB) hearings for the purpose of representing the regulations and policies of Wetaskiwin County
- Provide information, interpretation, and direction regarding applicable Land Use Bylaw regulations, policies and processes to the development industry and general public
- Provide department technical expertise and maintain relationships with development industry

## Desired Competencies

- 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 organizational 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

## Experience | Education

- Must have post-secondary education in land use planning, a related field or 1 to 3 years of experience in a municipal planning and development setting.
- Experience in both urban and rural planning environment is preferred
- Hold a Class 5 license with an exemplary driver's abstract
- Computer literacy is required with knowledge using MS Office applications

## What we Offer

The County of Wetaskiwin offers a competitive municipal compensation package for our **Development Officer** position including:

- Full time, temporary position based on a 35-hour standard work week 8:30 am – 4:30 pm
- Salary Range Starting at: \$69,117. Qualifications and experience are used for grid placement.
- Strong corporate culture promoting well-being, professionalism, collaboration and teamwork
- Ongoing professional development training consistent with your qualifications and position requirements

## To Apply for this position

Interested candidates are invited to apply with a cover letter and resume, referencing "**Development Officer**" in the subject line of your email.

Applications can be sent to: Kayla Leschert, HR Professional at [hr@county10.ca](mailto:hr@county10.ca)

Posted Date: June 12, 2026

**Closing Date: June 28, 2026**

*All applications are appreciated, however, only those candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period. We are an equal-opportunity employer and encourage applications from all qualified candidates.*