



Mountain View
C O U N T Y

External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

MVC04 - 2026 – *Noon Friday August 14, 2026* – or until suitable candidate is chosen
Development Officer - Planning and Development Services

Full Time – Competitive Benefits Package – Starting range: \$78,851 to \$89,336/per annum (dependent on education and experience)
35-hour work week Monday through Friday 8:00 am to 4:00 pm – 1 hour unpaid lunch

The Position:

Reviews and makes decisions on development applications, including providing information, analyzes circulations, consults involved parties, negotiates alternatives while ensuring compliance with the County's Land Use Bylaw, and related policies and plans of MVC and the Province. Interprets and provides advice regarding the Municipal Government Act, Land Use Bylaw, County Statutory Plans, and other government regulations, policies and procedures. Assists in the review and research of the Land Use Bylaw compliance requests, providing feedback and response to external and internal customers. Liaises with government agencies and departments on development-related materials, ensuring that information and decisions are coordinated and cohesive. Assist in the establishment of County development and permitting process and procedures. Represents the Development and Permitting Services section at Council meetings, Appeal Board hearings, Approving Authority meetings, and public meetings where appropriate.

The Candidate:

- Completion of Grade 12 or GED equivalent combined with a Certificate in Land Use Planning, or the ability to obtain the Certificate. A combination of education and experience may be considered as an equivalent;
- Three (3) to five (5) years of experience, preferably in a municipal setting, in the capacity of a development officer or development technician;
- Membership in the Alberta Development Officer Association (ADOA);
- Demonstrated capacity to interpret and apply the requirements of Planning and Local Governments Acts, the Safety Codes Act and associated regulations and policy framework as applicable to development;
- Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information. Combined with strong interpersonal, verbal and written, communication skills. With the ability to work with the public and staff at all levels with the County with minimal supervision in a multiple task environment; and
- High degree of competency in using computers in the technical areas of word processing, spreadsheets, databases and presentation software and databases. (MS Suite preferred)
- Valid Alberta Class 5 Operator's License (no more than six (6) demerits).

Submissions will be received until ***Noon Friday August 14, 2026***. All applications are to be marked "confidential" and will be received in confidence. Submit resumes, Attention Human Resources, in one of the following ways:

- Email to hr@mvcounty.com
- Fax to (403)335-9207
- Mail to Mountain View County. 1408 Township Road - PO Bag 100, Didsbury, AB T0M 0W0

Note: For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 153 or email your request to hr@mvcounty.com

We appreciate the interest of all candidates; however only those considered for an interview will be contacted.