

Development Compliance & Advisory Services Coordinator

Position Summary:

The Coordinator, Compliance Management & Advisory Services (CMAS) provides leadership, supervision, oversight, and direction to teams responsible for land use compliance, development permit administration, and front-line planning advisory services. This role ensures the consistent application of County bylaws, policies, and regulatory requirements while supporting fair, unbiased decision-making on development and enforcement matters. The Coordinator oversees daily operations, staff development, customer service excellence, and complex compliance files, while providing guidance on permit approvals, enforcement actions, appeals, and court-related proceedings.

Key Responsibilities:

- Supervise the CMAS staff whose responsibilities include the administration of the department's information and customer service functions, as well as administration and enforcement of the Land Use Bylaw and Unauthorized Use of County Property Bylaw
- Provide guidance and direction to team on practices, priorities, guidelines and policies
- Manage and develop the CMAS team including recruitment, coordinating duties, assigning work tasks, reviewing work in progress, job classifications and performance appraisals
- Prepare an operating budget for the CMAS aspects of the Branch in accordance with the PDS lines of business and, monitoring and verifying revenues and expenditures
- Ensure decisions regarding compliance matters or development permits are reviewed against the regulations of the LUB and appropriate conditions of approval are used to ensure compliance
- Promote and maintain strong customer service environment which includes a robust education component ensuring staff understand the reason behind regulations, decisions and processes and can articulate that rationale effectively to a wide variety of types of applicants and the general public
- Oversee consultation with legal counsel, municipal, federal and/or provincial agencies and departments as well as the general public regarding complaints and enforcement related matters
- Liaise with internal departments and external agencies regarding enforcement services and coordinate activities where required
- Coordinate accurate and timely actions with respect to enforcement of the LUB including issuing Warning Notices, Stop Orders, Violation Tags and the preparation of reports for the SDAB, LPRT or court
- Review and provide direction on permit applications referred by Development Officers, ensuring Land Management decisions are consistent with County policies, zoning regulations, and the Municipal Government Act (MGA)
- Mentor and lead the PDS Advisory Services front counter team in providing high-quality customer service and ensuring the timely and accurate delivery of information related to Planning and Development functions

Qualifications and Skills:

- Post Secondary Diploma or Degree in Planning or Land Development field with 10 years of related experience
- Experience in a public sector environment is required
- Experience with land development/enforcement processes is required

- Comprehensive knowledge of community planning and practices and principles of governing legislation, including the MGA, various statutory plans, and the LUB
- Knowledge of relevant and applicable federal, provincial, and municipal legislation, policies, processes and programs, and the ability to interpret, integrate and utilize this information with respect to development projects and LUB enforcement procedures
- Excellent public relations, communication and interpretation skills; facilitation, negotiation and mediation capabilities, with the ability to influence outcomes orally and/or in writing
- Demonstrated leadership abilities with the proven ability to coordinate a diverse team of professional staff
- Attention to detail with proven research, data analysis and report writing skills
- Excellent organizational, planning and time management skills to work effectively with restricted timelines and adapt to often changing priorities
- Ability to work with a variety of different stakeholders (internal and external) in maintaining a favorable attitude and positive image of the department and County throughout the organization and community

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, collaboration, and accountability.

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 role may be eligible to participate in our hybrid work program.

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 August 10, 2026: [Development Compliance & Advisory Services Coordinator - Strathcona County Careers](#)