



Now Hiring: Municipal Land Advisor

Join a team that prioritizes public service and where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, approaching challenges with a solution-focused mindset, demonstrating a commitment to respect in all we do and a focus on safety for employees and all those we serve. If you share these values and are ready to contribute to a dynamic organization, we encourage you to consider this opportunity.

Job Posting:	#26-69	Status:	Permanent, Full-time
Posting Closes:	When Successful Candidate is Hired	Schedule:	35 hours/week (7 hours/day)

Working within the Strategic Growth Department and reporting to the Municipal Land Specialist, the Municipal Land Advisor is responsible for the management of Parkland County-held Crown Dispositions and interests in Parkland County lands and rights-of-way, such as but not limited to Leases, Licenses of Occupation, Encroachments, Access and Temporary Use/Workspace. This position acts as a subject matter expert for land use requests and concerns pertaining to Parkland County titled lands, closed road allowances and minerals rights, and determines and achieves resolution based on regulatory requirements, County standards and industry best practice.

The ideal candidate for this position will have the following:

- Post-Secondary Diploma in Land Administration, Municipal Planning, Real Estate, Business, or a related field.
- Minimum of two (2) to four (4) years of experience drafting, interpreting and managing surface land interest agreements.
- Regulated membership with APPI or another Provincial and Territorial Institutes and Associations (PTIAs) representing the Planning Profession in Canada would be considered an asset.
- Certification in Property Management and Accreditation through the International Right of Way Association, Alberta Association of Surface Land Agents or similar professional association would be considered assets.
- Highly organized with strong administrative, oral communication and technical writing skills.
- Experience working under multiple Provincial Statutes and Regulations, including but not limited to the Municipal Government Act, Land Titles Act, Surface Right Act.
- Proficient in the use of Microsoft Office D365 and experience working with land software systems such as SPIN II, GIS, ETS and EDS.
- Database and legal document retention experience would be considered an asset.
- Proficient in the interpretation of Certificates of Title, Survey Plans and registered title encumbrances.

Requirements:

- Ability to primarily work in-person at Parkland County Centre – 53109A HWY 779, Parkland County, AB.
- A valid class 5 driver’s license and current, satisfactory driver’s abstract provided upon hire.
- A satisfactory Criminal Record Check is required upon hire, excluding candidates under the age of 18 and current Parkland County employees.
- Must be legally eligible to work in Canada.

In addition to an organizational priority for employee well-being, satisfaction and development, including access to an on-site gym, an Employee Family Assistant Program, free onsite counselling services, a social club, a health, safety and wellness committee, and comprehensive training and development opportunities, this position will be eligible for:

A Starting Salary of:	\$83,100 to \$93,500 per year	Max Salary Potential:	\$105,200 per year
Benefits Including:	Blue Cross Extended Health and Dental Defined Pension through LAPP		
Work/Life Balance:	Option to join the Earned Day Off Program Vacation entitlement starting at 3 weeks Birthday off with pay Flexible work arrangements including option of one remote day per week		

Application Details:

Interested candidates are invited to apply online at parklandcounty.com/Careers. Applications will only be considered through the Parkland County website.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applicants from this posting may be considered for vacancies of the same position for up to three months after posting closure.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com.