



## Land Management Advisor Competition #J0123-2329 One (1) Temporary Full-Time Position

Reporting to the Director of Economic Development, the Land Management Advisor is responsible for the overall management of the City's real estate portfolio. This person provides specialized knowledge and expertise in strategic land management, including familiarity with real estate transactions, processes, and legislation. The position requires a good knowledge of the community and the ability to interact with a wide range of organizations and people. The Land Management Advisor promotes the City's commitment to diversity, inclusions and Truth and Reconciliation within the department, organization and community.

Specific accountabilities include:

- Administers all aspects of real estate related transactions, including (but not limited to) acquisition, disposal, leasing, and/or licensing of City-owned lands, buildings, property, and facilities.
- Negotiate on behalf of the City for all real estate transactions, including acceptable price, terms, conditions.
- Evaluate real estate market trends and strategies in property development to identify opportunities to increase revenue generation and realize cost-savings with regards to the City's current real estate portfolio and future land needs. Remain current with industry best practices relating to management of a diverse real estate portfolio.
- Prepare and maintain a long-term real estate and land management strategy.
- Administer the Leasing and Licensing Programs for higher-value leases. Prepares and maintain all documents to ensure the City's interests and or obligations are clearly defined. Supports the administration of the leading and licensing program of lower-value property leases.
- Complete reviews of current policies and processes to ensure alignment with best practices. Processes to be reviewed will include (but are not limited to) lease rate calculations for commercial spaces, signs, and telecommunication towers, managing offers to purchase, and encroachment agreement terms and rates.
- Establish, foster and maintain positive relationships within the community, the local business community, and with other levels of government and stakeholders.

The successful candidate will have Diploma or a Degree in a related field. A Certified Economic Developer (EcD) designation and/or Real Estate Licence would be considered an asset. A minimum of five (5) years of related work experience is required with knowledge of real estate processes and transactions, commercial/industrial/residential development sectors, and property development processes and project management. Municipal experience and knowledge of property management/leasing is considered an asset. The key skill set for this position is strong motivational skills coupled with team and self-management skills. The incumbent must have a sound understanding of the underlying theoretical principles and concepts associated with the subject area and an understanding of the relation of these to the responsibilities of the job. The ability to multitask, problem solve, facilitate, and think big picture are definite assets

Hours of Work: 37.5 per week; Monday to Friday

This is a temporary position with a tentative end date of March 14, 2025.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$80,145 to \$94,282 per annum. Qualified applicants are invited to apply in confidence no later than **Friday, February 17, 2023** through the Career Portal on the City's website at [www.fortsask.ca](http://www.fortsask.ca).



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to nearly 27,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort Representation in historic downtown.

*The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.*