

COUNTY OF ST. PAUL

5015 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences



Planning & Development Officer

Who We Are

The County of St. Paul strives to be a trailblazing and welcoming region - [a leader in rural success](#) - with an outstanding commitment to community. We are a strong, trusted partner for our residents, businesses, communities, and neighbours, working each and every day [to create opportunities and desirable rural experiences](#).

The County provides a range of programs and services to residents in areas of administration, public works, and community services. These programs and services recognize the unique rural needs of our residents, such as development permits for continued growth; well-maintained roads for personal, industrial, and agricultural traffic to access and use safely; and an Ag Service Board to bring community concerns regarding agriculture to the Province. Learn more about our programs and services through our website: www.county.stpaul.ab.ca

Who We're Looking For

The County is looking for a full-time Planning and Development Officer to join us, based in the Administration Office. The Planning and Development Officer exercises professional discretion relative to subdivision and development authority, supports the Subdivision Authority, issues compliance certificates, and issues development permits as prescribed by the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, along with other Provincial and Federal Acts, and the County's statutory plans, policies, and bylaws.

What does this role look like?

- Interact with landowners, groups, developers, agencies, and the public regarding the planning and development process, including subdivision conditions and compliance certificates.
- Process development permit applications under the Land Use Bylaw and in accordance with planning requirements and regulations.
- Assist with and prepare statutory plans, bylaws, and policies in relation to planning and development, development advertisements and public notifications, and presentations to Appeal Bodies (e.g. Subdivision and Development Appeal Board).
- Coordinate with staff from Taxation/Assessment, Bylaw, and Public Works regarding issues of encroachment, inspection of parcels of land being subdivided, and deposits for the construction of approaches.
- Provide letters of consent to cross Municipal Reserve Land for residents wishing to obtain a permit through Alberta Environment and Parks for the installation of a dock.
- Undertake research and special projects related to Planning and Development at the direction and guidance of the Regional Director as required.

[View the detailed job description.](#)

Reports to

Regional Director, Planning & Development

Working hours

Monday – Friday, 8:30 a.m. to 4:30 p.m.

Salary Range

\$69,724.20 - \$90,599.60

What does this role need?

- Related degree in land use planning, urban studies or geography or an Applied Land Use Planning Certificate (ALUP).
- Training in planning, land use, urban and rural land development, plan preparation, development control, and municipal administration.
- 1-2 years of progressively responsible experience in planning and development directly dealing with compliance, development permitting, and subdivision processing.
 - Candidates with lesser experience may be considered.
- Knowledge and experience applying the *Municipal Government Act (MGA)*, *Matters Related to Subdivision and Development Regulation*, Statutory Plans, Bylaws, and other related and non-related legislation.
- Ability to exercise good judgement, be proactive, and respect confidential information.
- Excellent verbal and written communication skills that allow for clear communication of complex matters.
- Intermediate skills in MS Office suite of products.
- Ability to learn and adapt to the changes within external software programs.

Benefits & Compensation

The County of St. Paul offers comprehensive compensation and benefits, with benefits beginning after one month of employment. Employees contribute to the Local Authorities Pension Plan, building towards their future retirement.

All full-time employees receive 3 weeks of vacation, pro-rated to their start date.

Interested?

Please forward your cover letter and resume by **Friday, August 7, at 4 p.m.** to jobs@county.stpaul.ab.ca.

We thank all applicants for their time and interest! Please note that only those selected for an interview will be contacted.