

# Cultivate Your Career



## DEVELOPMENT OFFICER I TERM FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Salary	\$74,544 - \$91,747 per annum
Closing Date	July 18, 2025
Competition #	25/112

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Planning & Development department as a Development Officer I within the Development Branch. This Branch administers the development permitting and compliance certificate process as well as ensuring building and renovation design meets the high-quality standards expected in the City of St. Albert.

Reporting to the Manager of the Development Branch, the Development Officer I is the main point of contact on all sign-related matters, including applications, complaints, interpretation of Bylaw regulations, and enforcement items. This position will also process development permit applications for new residential, accessory development, commercial/industrial use changes, home occupations, and ensure proposed developments comply with Land Use Bylaw requirements and are consistent with Statutory Plans.

As the Development Officer I, you will also be required to process compliance certificate applications, together with related processes including resolving unauthorized developments, encroachments, and processing applications for as-built developments. You will regularly liaise with internal and external stakeholders in relation to development approvals and Land Use Bylaw items, as well as preparing and presenting reports to the Subdivision and Development Appeal Board. You will provide Planning and Development Department support by responding to land use related inquiries (walk-in, phone, email), undertaking Land Use Bylaw enforcement action, and conducting research in support of Land Use Bylaw amendments.

### TERM

This is a term position to December 31, 2025, with the possibility of extension.

### QUALIFICATIONS

- Post-secondary degree in Urban & Regional Planning preferred; completion of a related Diploma or Applied Land Use Planning Certificate is acceptable.
- 3 years of relevant experience in the development field.
- Membership in the Alberta Development Officer Association.
- Well versed in the Municipal Government Act, Land Use Bylaw and other municipal bylaws, policies, and standards related to land use and development, together with associated enforcement procedures.
- Strong computer skills (MS Office programs and permitting software).
- Effective written and verbal communications skills.
- Strong time management and organizational skills.
- Ability to make sound, rational judgements based upon effective problem-solving capabilities.

### HOURS OF WORK

Compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks).

### COMPENSATION

\$74,544 - \$91,747 per annum. In addition, the City of St. Albert offers a generous and comprehensive flexible benefit package.

### CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check
- The successful candidate will be required to provide proof of educational and professional credentials.
- A valid Class 5 Drivers License and a personal vehicle for work use are required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site [www.stalbert.ca/employment](http://www.stalbert.ca/employment)

### CLOSING DATE

July 18, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.