

Cultivate Your Career



DEVELOPMENT OFFICER II TERM FULL TIME

INTERNAL JOB POSTING

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Planning & Development
Location	5 St. Anne Street, St. Albert
Salary	\$83,549 - \$102,830 per annum
Closing Date	
Competition #	25/90

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 Development Branch is currently recruiting a Temporary Development Officer II. The Development 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 II is responsible for enforcing the Land Use Bylaw, including responding to complaints and non-conformance, and issuing enforcement actions including Stop Work orders.

This role reviews, processes, and approves permit applications and compliance certificates in accordance with the City's statutory plans, policies, and procedures.

The Development Officer II also prepares and presents reports, information requests, amendments, and recommendations to Council, senior leadership, and the Subdivision and Development Appeal Board (SDAB) for new and existing development, Land Use Bylaw amendments, and development permit appeals.

TERM

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

QUALIFICATIONS

- A bachelor's degree in planning or a related field.
- Five (5) years of relevant experience in the development field.
- Applied Land Use Planning Certificate is an asset.
- Membership in the Alberta Development Officer Association (ADOA).
- 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.
- A valid driver license and reliable vehicle for work use is required.
- Strong computer skills (MS Office programs and permitting software).

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

\$83,549 - \$102,830 per annum.

The successful applicant will be required to obtain and maintain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert Employment website www.stalbert.ca/employment

CLOSING DATE

7 days

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.