

### **Join a Team Where Land Matters — And So Do You.**

**At Sturgeon County, we believe that land is more than just a resource, it's the foundation of thriving communities, resilient ecosystems, and meaningful public service. As part of our Development Engineering and Land Services team, you'll contribute to shaping the future of a diverse and growing municipality that values innovation, collaboration, and stewardship. Working in a rural environment offers unique opportunities to engage directly with landowners, agricultural producers, and community leaders, where your work has visible, lasting impact.**

### **Why Sturgeon County?**

**We offer more than just a job. We offer a supportive workplace culture, flexible work arrangements, and access to professional development opportunities. Our team is small enough to foster close collaboration, yet large enough to tackle complex, multi-disciplinary projects. Whether you're coordinating land transactions, navigating provincial legislation, or contributing to emergency response, you'll be part of a team that values your expertise and empowers you to grow.**

**The ideal candidate for the Municipal Lands Coordinator role is a detail-oriented, community-minded professional with a strong foundation in land management, municipal legislation, and stakeholder engagement. They thrive in a dynamic, rural environment where collaboration, adaptability, and initiative are key.**

### **KEY DUTIES AND RESPONSIBILITIES**

#### **Land Management Coordination (70%)**

- Acts as the primary point of contact for land management inquiries from the public, developers, internal departments, and government agencies, providing clear and timely responses, as well as managing associated financial transactions such as payments for agreements, levies, and Municipal Reserve (MR) cash-in-lieu.
- Prepares and processes a variety of land-related agreements, including temporary use and work agreements, encroachment agreements, leases and licenses, and sales of County-owned land.
- Supports the Senior Planner, Land Management in managing the County's land inventory including Municipal Reserves (MR), Environmental Reserves (ER), and Public Utility Lots (PULs), by maintaining accurate records and tracking all legal instruments associated with County land.
- Administers and monitors compliance and where necessary, provides recommendations and seeks approval to initiate enforcement actions pertaining to agreements and unauthorized land use or construction on County-owned land, working in partnership with relevant internal and external authorities.
- Administers the intake, coordination, and tracking of applications for road closures, offers to purchase County-owned land, tax recovery properties, and the registration/discharge of easements, rights-of-way, and restrictive covenants.

- Coordinates public notices and contributes to maintaining an informative, up-to-date, and accurate public-facing land services content on the County website and other public communications channels.
- Make recommendations on properties in the Tax Recovery process in accordance with the provincial legislation and County policies.
- Conduct research and site investigations to support land-related inquiries and applications, including preparation of materials and reports to support presentations to Council, committees, and interdepartmental working groups as required and assist in compiling and maintaining digital and physical records for all land-related documents in alignment with records management standards.

#### **Divisional Support (20%)**

- Provide support to colleagues in delivering core services to customers of land services.
- Liaise and respond promptly in a positive manner to internal and external customer requests for information or referrals on land services matters.
- Develop and maintain a working knowledge of the Municipal Government Act, the Land Titles Act, the Subdivision and Development Regulations, the Land Use Bylaw, as well as other legislation relating to land management.
- Support a positive, proactive, innovative, professional, and customer service culture in the department.
- Ensure that records management related to land management is maintained and improved.

#### **Other Related Duties (10%)**

- Provides support and coverage for other internal areas, if required and not to the exclusion of core duties.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Complete special projects and other duties as required.
- Promotes and upholds Sturgeon County's values and customer service excellence through a positive, professional, and solution-focused approach.

### **KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE**

#### **The following are required in this position:**

- Post-secondary diploma in Land Use Planning or related discipline.
- Knowledge of the Municipal Government Act, the Land Titles Act, the Subdivision and Development Regulations, the County's Municipal Development Plan and Land Use Bylaw,

Area Structure Plans, as well as other provincial and federal statutes relating to land management, environment, and heritage.

- Ability to apply legislation, policies, and programs to planning and development projects.
- Comfortable with Microsoft Office and other software such as SharePoint, Adobe, ArcGIS, E-scribe, etc.
- Ability to work independently as well as in a multidisciplinary team environment.
- Flexibility to adapt to dynamic priorities, demanding environment and a high standard of customer service standards.
- Strong interpersonal skills, with the ability to de-escalate conflict and diffuse difficult situations.
- Ability to regularly engage and collaborate with stakeholders to facilitate open and thought-provoking discussions to address current and future needs of the county.
- Ability to prioritize and manage time effectively, working well and effectively under pressure while meeting deadlines, including strong project management and organizational skills and the ability to motivate others towards achieving a common goal.
- Ability to professionally engage, generate common understanding, create a shared vision, and build working relationships in an environment of diverse stakeholders.
- Proven ability to reach agreement with others objectively, logically and sensibly.
- Proactively identify and recommend sound solutions to leadership based on experience, research, and an understanding of the organizational goals and priorities. The ability to work efficiently and effectively either independently or in a team environment.
- Strong interpersonal, relationship-building and communication skills with a proven ability to effectively influence others, with the ability to discuss and reach an agreement on issues in an objective, logical and sensible manner.
- Must hold a valid class five drivers' license.
- Experience in real estate and/or land agency is considered an asset

**The following are considered assets or preferences in this position:**

- Knowledge of environmental stewardship and open spaces
- Member of, or is eligible for membership in the following are considered assets:
  - Alberta Development Officers Association, and/or
  - Alberta Association of Surface Land Agents, and/or
  - International Rights of Way Association, and/or
  - Alberta Professional Planners Institute.