

Planning & Development Department
Competition #J0825-0396
Planning Officer – Development Planning
One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a confident and personable professional to join our Planning & Development Team. Reporting to the Manager, Development Planning, the Planning Officer – Development Planning is responsible for providing high-quality and timely planning & development services, with a particular focus on development planning matters.

Responsibilities include, but are not limited to:

- Processing minor Development Permit applications, including those for low-and-medium density residential developments, home occupation, and signage applications.
- Reviewing and processing of requests for Compliance Certificates in accordance with department service levels and policy and procedure.
- Processing and completion of Encroachment Agreement applications as requested in accordance with policy and procedure.
- Actioning minor subdivision applications and endorsement requests to oversee subdivision projects within the city, ensuring adherence with City Bylaws, policies, and objectives.
- Reviewing and providing preliminary evaluations of development proposals based on relevant planning documents, bylaws, and regulations.
- Assisting the Manager, Development Planning with enforcement of Land Use regulations to ensure compliance with the Land Use Bylaw, Development Permits, and Subdivision decisions.
- Responding to residents in a timely and meticulous manner, demonstrating tact and diplomacy while representing the City of Fort Saskatchewan.

The successful candidate will possess a minimum two-year Diploma in Urban Planning or a discipline required. A University Degree in Urban, Regional or Land Use Planning or a related discipline is considered an asset. Graduation from the Applied Land Use Planning Certificate Program in conjunction with an unrelated post-secondary two-year Diploma may be considered. A combination of education and experience may be considered. Safety Codes Designation of Powers Certification, an Alberta Class 5 Driver's License, and a minimum of two years related experience is required. Membership, or eligibility for membership in the Alberta Development Officers Association is considered an asset. Urban Design and Architecture experience, as well as Municipal experience is desired. This position requires a sound understanding of municipal planning and development, including Provincial Acts and Regulations. Experience with the writing and interpretation of planning policy, including the Land Use Bylaw and subdivision processes with understanding of Statutory Plans is considered an asset. The incumbent will have working knowledge of computerized applications and techniques, including Microsoft Office Applications, City View Permitting software, AutoCAD and GeoMedia. The successful candidate will demonstrate effective communication for interaction with coworkers, other professionals, and the public. Dispute resolution, organization, and time management skills with the ability to change focus and priorities on an ongoing basis is crucial.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$76,420.50 to \$89,914.50 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence by **Thursday, September 11, 2025**, through the Career Portal on the City's Website at www.fortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

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