



# EMPLOYMENT OPPORTUNITY

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## **Development Officer, Planning and Development (Full-Time, Permanent)**

Lamont County is located less than 45 minutes east of Edmonton and is part of Alberta's Industrial Heartland. With a population of approx. 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region. Lamont County is a great place to work!

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

**Lamont County is seeking experienced and highly motivated individuals to join our team.** We are looking for a full-time *Development Officer* to work in a fast-paced environment as part of the Planning and Development.

The Development Officer in Lamont County's Planning and Development Department is responsible for reviewing, processing, and enforcing development permits. Reporting to the Planning and Community Services Director and mentored by the Senior Planning and Development Officer, this role involves working independently or collaboratively, as needed. The Development Officer may also present to the Municipal Planning Commission, Lamont County (County) Council, and other boards or tribunals.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Processes development permits, including plan interpretation, bylaw application, and recommendation drafting.
- Assists applicants, landowners, and stakeholders in understanding departmental processes, bylaws, and permits.
- Monitors and enforces permit conditions to ensure compliance, working with landowners and applicants to address deficiencies.
- Investigates development complaints and works with property owners and businesses toward resolution.
- Coordinates with the Safety Codes contractor to enforce the *Safety Codes Act*.
- Provides clear, professional advice and feedback on development and compliance matters.
- Responds to public inquiries and complaints by phone, email, or in-person, ensuring a positive customer experience.
- Participates in pre-application meetings and supports applicants through development and subdivision processes.
- Performs field investigations.
- Assesses completeness of applications and supporting materials.
- Maintains compliance records and collaborates with Peace Officers, Bylaw Officers, Safety Codes contractors, and solicitors on enforcement.
- Assists applicants in understanding and meeting permit conditions.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Post-secondary degree in land use planning or related field, or Certificate in Alberta Land Use Planning (or equivalent).

- Minimum two (2) years in planning and development, preferably in an Alberta municipal setting.
- Proficiency interpreting the MGA, Land Use Bylaws, and related regulations.
- Knowledge of enforcement processes and planning principles.
- Excellent communication, interpersonal, and presentation abilities.
- Proficiency in Microsoft Office and familiarity with Geographic Information System (GIS), databases, and planning software.
- Ability to read and interpret construction plans, drawings, and site plans.
- Membership in the Alberta Development Officer's Association or similar is an asset.
- Strong customer service skills – demonstrating tact, judgment, political acumen, and the ability to explain complex concepts clearly.

This position is based on a 35-hour work week, Monday through Friday, 8:30 a.m. to 4:00 p.m. Lamont County offers a competitive salary, excellent comprehensive benefit package and participation in the Local Authorities Pension Plan.

This competition will remain open until a suitable candidate is found.

**Please forward your application in one of the following ways (as one PDF or Word document only):**

Email: [hr@lamontcounty.ca](mailto:hr@lamontcounty.ca) | Website: [lamontcounty.ca](http://lamontcounty.ca).

*Lamont County thanks all applicants for their interest. Please Note: only those individuals who have been selected for an interview will be contacted. Please indicate in your application which position you are applying for and submit a separate application for different positions. All resumes are retained on file for a period of six months.*