



## A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes.

### Now Hiring: Municipal Lands Coordinator (Competition #24-21)

Parkland County has an opportunity for a *temporary, full-time* Municipal Lands Coordinator position in Planning & Development Services working until approximately December 2024. Reporting to the Municipal Land Specialist, the Municipal Lands Coordinator provides support for the management of Parkland County lands and crown dispositions, including coordinating all licenses of use, assisting with leases, researching land title encumbrances, drafting, and registering legal agreements and documentation, and maintaining accurate records. This position involves working with external parties and internal staff to ensure legislative requirements and County policies and procedures are followed in the management of County interests.

#### The ideal candidate for this position will have the following:

- Post-secondary or trade certificate in land management, real property rights or property law is required.
- Formal training or education in Real Estate Conveyancing, Dominion Survey System, Torrens Title System or Real Property Principals is considered an asset.
- A minimum of two (2) years' related experience working with Dominion Land Survey – Township Mapping with the ability to read survey plans and working with land title systems with ability to interpret land titles is required.
- Land Analyst Certificate or Applied Land Use Certificate is required. Equivalent experience interrupting Torrens Land Titles, interpreting survey plans, preparing of legal land interest agreements and management of agreement terms and conditions may be considered in lieu of certification.
- IRWA (International Right of Way Association) Certification/Designation or Property Management Certificate are considered assets.
- Computer proficiency including Microsoft Office Suite and Microsoft D365 applications.
- Familiarity with Municipal Government Act and Land Titles Act.
- Proven strong attention to detail, communication and customer service skills are required.
- Possession of a valid class 5 driver's license and satisfactory driving record.

#### The total rewards package for this position includes:

A starting annual salary of \$61,800 to \$77,300 based on a 35-hour work week and option to join the Earned Day Off Program.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, flexible work arrangements allowing remote work options (based on position's needs), and personal days. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a health, safety and wellness committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view the complete [Total Rewards Package](#) for this position!

#### Additional Information

Interested Candidates are Invited to Apply Online at [careers.parklandcounty.com](https://careers.parklandcounty.com) by Tuesday, March 12, 2024 at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

*We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at [humanresources@parklandcounty.com](mailto:humanresources@parklandcounty.com).*

