

Cultivate Your Career



OFF-SITE LEVY SPECIALIST PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Engineering Services
Location	5 St. Anne Street, St. Albert
Compensation	\$91,317 - \$ 112,389 per annum
Closing Date	Open till Filled
Competition #	24/191

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 is recruiting an individual to join our Engineering Services department as an Off-Site Levy Specialist.

Reporting to Manager, Asset Management, Land, and Integrated Infrastructure Services, this position will be responsible for managing the City's Off-Site Levy (OSL) program, ensuring accurate levy collection, updating the OSL Model, and coordinating with City departments and developers. The role also handles OSL related bylaws and policies, securing approvals as needed. As the program grows, the specialist will help improve policies and processes to manage risk and support efficient development.

The key responsibilities will include:

- Managing the City's complex Off-Site Levy program by ensuring accurate information is collected and tracked while updating the OSL model annually and reporting any updates to Council and the development community.
- Prepare development agreements and ensuring accurate calculation, tracking, and recording of off-site levies. Review construction cost estimates for levy offsets, managing development agreement templates, and coordinating with front-ending parties to ensure compliance with City policies and bylaws.
- Investigating the addition of new levy categories to the City's Off-Site Levy Bylaw, exploring cost-sharing and alternative funding options for infrastructure projects, and developing new policies and procedures.
- Communicating complex technical and financial information clearly for public understanding, facilitating committee meetings and workshops, presenting to Executive Leadership and Council, and effectively managing challenging situations in public forums.

We are seeking a candidate with a strong understanding of municipal policies, the Municipal Government Act (MGA), and Off-Site Levy (OSL) development processes. Experience with the Corvus model and technical knowledge of OSL-related engineering issues is essential.

QUALIFICATIONS

- A degree in civil engineering, planning, finance, or related/relevant degree with 5 years experience in a related field or technical diploma with a minimum of 7 years experience in a related field.
- P. Eng, CET, and/or C. Tech designation
- Experience with an Off-Site Levy model is required; familiarity with the Corvus levy model is a significant asset.
- Excellent interpersonal and communication skills are required, with a focus on conflict resolution and building strategic partnerships to foster a positive, results-oriented work environment.
- Strong record-keeping skills and proficiency in computer applications are essential for developing and maintaining policies and databases.

COMPENSATION

\$91,317 - \$ 112,389 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 - 5:00, with a biweekly regular day off (RDO). This position may be eligible to apply for flexible hours to adjust start and end times by 30 or 60 minutes.

HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

CONDITIONS OF EMPLOYMENT

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

The successful candidate will be required to provide proof of educational and professional credentials.

A valid Class 5 Drivers License and a personal vehicle for work use are required.

APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

Open until filled

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.