



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: Supervisor, Planning & Development Advisory Services (Competition #25-20)

Parkland County has an opportunity for a permanent, full-time Supervisor, Planning & Development Advisory Services position in the Planning & Development Services department. Reporting to the Director, Planning & Development Services, the Supervisor, Planning & Development Advisory Services is responsible for providing oversight and support to the administrative and advisory functions in the department including supervising the Planning & Development Advisors I & II. This position oversees the administrative organization for the Director, Managers and department including being the designated department liaison between other departments, communicating department information and ensuring effective customer service is provided.

The ideal candidate for this position will have the following:

- Post Secondary Diploma or Trade Certificate in Administration or a related discipline.
- Currently possess or able to obtain Permit Issuer Designation under Safety Codes Act.
- A minimum of two (2) to four (4) years of excellent interpersonal skills with the ability to effectively work with the public and ability to build relationships with groups with different expertise, external groups, and senior leaders.
- Formal or informal leadership and mentorship experience.
- Strong computer and data management capabilities with strong attention to detail and technical expertise using Microsoft Office and the ability to maintain data in content management systems.
- Time management and organization skills with the demonstrated ability to effectively manage time while prioritizing a high volume of work with competing timelines.
- Familiarity with applicable legislation including Safety Codes Act and Land Use Bylaw.
- 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 \$90,500 to \$97,900, with a maximum earning potential for this pay range of \$114,500, 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 by Tuesday, February 18, 2025 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.

