



Lac La Biche County
welcoming by nature.

Employment Opportunity

PLANNING & DEVELOPMENT OFFICER, ONE YEAR TERM FULL-TIME

Location: Lac La Biche, Alberta

Are you interested in working for a progressive organization that supports its employees and promotes a healthy work culture? Are you looking for work life balance, and do you love spending time outdoors and being one with nature? Apply now for an opportunity to work at the Lac La Biche County. We want you to join our team!

Lac La Biche County is rich in lakes, parks, and outdoor experiences, and home to some of Alberta's top industries. Lac La Biche County is a beautiful, prosperous community for people to visit, live, work and play. We have more than 150 lakes and 100 beaches, camping opportunities, and an excellent hiking trail system. Pair that with modern amenities like the Bold Center, future Aquatics Centre, schools, parks, community activities, sports and cultural activities, local community groups, and downtown shopping area, it's no wonder that Lac La Biche County is an ideal cabin and adventure area for County residents and visitors from nearby communities and international tourists!

The Organization: Lac La Biche County is an organization driven by principles surrounding Excellence, Communication, Safety and Wellness, Collaboration, and Environmental Sustainability. Our employees enjoy the charm of working in the Lakeland Region, away from the hustle and bustle of the big city while still being able to enjoy a diverse, fast paced and fulfilling work environment. Our community is known to be one of the most diverse and unique communities in Alberta. Not only is it rich in history and culture, but it also surrounded by forests, parks, lakes, and golden sand beaches!

We continuously strive to remain an employer of choice by offering a strong health and safety program, competitive pay, amazing benefits, opportunities for professional development, as well as many wellness initiatives that support a work life balance. We also take pride in maintaining high standards surrounding equity, diversity, and inclusion in our workplace.

Want to be a part of our County team? We are actively searching for a specialized professional to fill this position!

Purpose of the position

The position will be responsible for (but not limited to):

- Reviewing applications, issuing development permits, and ensuring proper follow-up, in accordance with planning documents, Land Use Bylaws, and related legislation.
- Responding to inquiries from the public regarding developments and liaising with internal and external stakeholders on initiated projects.
- Conducting research, revising, and providing recommendations on related Bylaws and Policies.
- Other duties as required.

Want to be a part of our County team:

To be successful in this position, you will come with:

- A post secondary diploma in land use planning or related discipline which may include completion of Applied Land Use Planning Certificate (ALUP).
- Minimum of two years of related experience in municipal planning and development.
 - An equivalent combination of education and experience may be considered.
- Membership or eligibility for membership with the Alberta Development Officers Association (ADOA).
- Excellent interpersonal skills including tact, good judgement, and political sensitivity.
- Ability to maintain constructive relationships with internal and external stakeholders.
- Excellent conflict resolution skills.
- Excellent communication skills (oral and written).
- Ability to effectively provide technical information and advice to all levels within the organization, members of council, customers, members of the public, and stakeholders.
- Self directed with ability to work cooperatively with others. • Good time and project management skills.
 - Ability to work with variable work loads and produce timely and accurate documentation.
- Proficiency in computer MS Office Suite applications, Munisight, and related software.

Position details

- One Year Term Full-time Position
- 35 hours weekly, Monday to Friday, 8:30 a.m. - 4:30 p.m. Additional hours may be required during evenings or weekends for meetings, special events or emergency work.

Start Date: As soon as possible

Closing Date: Open until suitable candidate is found

What we have to offer you:

Competitive Salary: \$83,592.60 to \$107,416.40 annually (\$45.93 to \$59.02 hourly)

Comprehensive Benefit Package:

- All employer paid (100%) Sunlife health and benefit plan
- Local Authorities Pension Plan (LAPP)
- 3 weeks vacation + 12 personal health leave days
- A variety of other leaves to support work life balance
- Access to TELUS Health Employee & Family Assistance Program
- All access pass to the Bold Centre Multiplex and Swimming Pool
- Training and professional development opportunities
- Active Social Committee and a great work culture
- A family friendly, sports oriented, rural community within a beautiful lakefront setting!
- Affordable housing and cost of living
- Relocation assistance

For more information on Lac La Biche County check out this link: [Lac La Biche County - Home](#)

If this sounds like you, please submit your cover letter quoting Competition #40-PDO-25 Planning & Development Officer and resume to: [Lac La Biche County - Available Careers](#). Click on the Competition and upload your cover letter and resume through the **Apply Now** button in the top right corner.

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months.

We thank all interested applicants; however, only applicants selected for an interview will be contacted.