



A great place to work starts with you!

Join a team that prioritizes public service, where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, fostering a collaborative environment across departments to improve efficiency and innovation. With a solution-focused mindset, we approach challenges with resilience. Parkland County is committed to respect, working to uphold transparency, inclusion, and accountability in all decision-making. With a focus on safety, we create a supportive and safe environment for employees and the public. If you share these values and are ready to contribute to a dynamic and caring organization, we encourage you to consider this opportunity.

Now Hiring: Planning & Development Advisor I (#25-74)

Parkland County has an opportunity for a *permanent, full-time* Planning & Development Advisor I position in the Planning & Development Services Department. Reporting to the Supervisor, Planning & Development Advisory Services, the Planning & Development Advisor I is responsible for providing excellent customer service skills through regular interaction with Parkland County's customer base. This position will provide timely information and sound advice through front counter, telephone and written inquiries pertaining to land use and development processes, will intake applications for current planning, development planning and safety codes and issue electrical, plumbing and gas permits.

The ideal candidate for this position will have the following:

- High School Diploma with some post-secondary education in Administration, or a related discipline.
- Excellent interpersonal skills in effectively dealing with the public, with the demonstrated ability to respond to and anticipate customer needs in a professional manner. Strong conflict resolution, active listening, and communication skills.
- Strong computer and data management capabilities with high competence using Microsoft Office and the ability to maintain data in content management systems.
- Time management skills with the demonstrated ability to effectively manage time while prioritizing a high volume of work with competing timelines.
- Familiarity with applicable legislation, including the Safety Codes Act and Land Use Bylaw.
- Permit Issuer Designation under the Safety Codes Act is an asset.
- Possession of a valid class 5 driver's license and satisfactory driving record is required.

The total rewards package for this position includes:

A starting annual salary of \$56,100 to \$58,300, with a maximum earning potential for this pay range of \$70,800, 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, and personal days are offered. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a mental health 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 parklandcounty.com/Careers by Monday, August 11, 2025 at 4:00 p.m.

The primary work location for this position is Parkland County Centre – 53109A Hwy 779, Parkland County, AB.

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.