

Now Hiring: Planning & Development Advisor

Join a team that prioritizes public service and where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, approaching challenges with a solution-focused mindset, demonstrating a commitment to respect in all we do and a focus on safety for employees and all those we serve. If you share these values and are ready to contribute to a dynamic organization, we encourage you to consider this opportunity.

Job Posting:	#26-89	Status:	Permanent, Full-time
Posting Closes:	November 27, 2026 at 4:00 p.m.	Schedule:	35 hours/week (7 hours/day)

Working within the Planning & Development Services department and reporting to the Supervisor, Planning & Development Advisory Services, the Planning & Development Advisor is responsible for providing exceptional service delivery through regular interaction with the County's customer base. This position will provide timely information and sound advice through the front counter, telephone and written inquiries pertaining to land use and development processes. In addition, this position will intake applications for current planning, development planning and safety codes and will issue electrical, plumbing and gas permits. This position is also responsible for department administrative support and maintaining accurate department information in the internal information database as well as across all forms of external communication and provide support to the department through the maintenance of the County's online application portal.

The ideal candidate for this position will have the following:

- High-school diploma with some post-secondary course work in Administration, or a related discipline.
- Completion of Permit Issuer Designation under the Safety Codes Act or ability to obtain within 1 year of commencement.
- Minimum of two (2) to four (4) years of experience demonstrating excellent interpersonal skills in effectively dealing with the public, with the 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 the Microsoft Office and the ability to maintain data in content management systems.
- 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.

Requirements:

- Ability to primarily work in-person at Parkland County Centre – 53109A HWY 779, Parkland County, AB.
- A valid class 5 driver's license and current, satisfactory driver's abstract provided upon hire.
- A satisfactory Criminal Record Check is required upon hire, excluding candidates under the age of 18 and current Parkland County employees.
- Must be legally eligible to work in Canada.

In addition to an organizational priority for employee well-being, satisfaction and development, including access to an on-site gym, an Employee Family Assistant Program, free onsite counselling services, a social club, a health, safety and wellness committee, and comprehensive training and development opportunities, this position will be eligible for:

A Starting Salary of:	$62,400 to 67,600 per year	Max Salary Potential:	$79,100 per year

Benefits Including:	Blue Cross Extended Health and Dental Defined Pension through LAPP
Work/Life Balance:	Option to join the Earned Day Off Program Vacation entitlement starting at 3 weeks Birthday off with pay

Application Details:

Interested candidates are invited to apply online at parklandcounty.com/Careers. Applications will only be considered through the Parkland County website.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applicants from this posting may be considered for vacancies of the same position for up to three months after posting closure.

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.