

**Job Information**

**Job Title:** Case Manager-Annexation

**Job Requisition ID:** 72285

**Ministry:** Municipal Affairs

**Location:** Edmonton

**Permanent/Temporary:** Permanent

**Closing Date:** June 30, 2025

**Salary:** \$3,076.28 to \$4,053.05 bi-weekly (\$80,290 - \$ 105,783 /year)

**Role Responsibilities**

Reporting to the Director of Hearings and Training, the Case Manager, Annexation provides case management leadership and direction to appeals and disputes related to annexation and other land use planning matters to ensure consistent application of legislation to resolve the disputes/appeals in a timely manner.

The Case Manager is responsible for effective, well-organized case management, including scheduling and supporting public hearings (in-person and virtual), identifying and managing issues, managing threats to reduce the likelihood of conflict, and providing advice and guidance to Tribunal Members.

This position is responsible for facilitating decision meetings with Tribunal panel members and drafting complex orders and decisions based on the decision of the panel.

The Case Manager is responsible for activities specific to annexation, including preparing draft Orders in Council and recommendations for Cabinet consideration; appearing before committees of Cabinet and/or Cabinet in support of the Tribunal's recommendations; preparing briefing material for the Minister, Deputy Minister, or Chair; and remaining current with legislation, land use planning, and municipal trends and challenges.

**Qualifications**

University graduation in a related field (business administration, public administration, law, land use planning) plus 6 years progressively responsible related experience in municipal or land use planning, and designation as a Registered Professional Planner or Canadian Institute of Planning designations, is preferred.

For more details on eligibility and how to apply, visit: <https://jobpostings.alberta.ca/job/Edmonton-Case-Manager-Annexation/593246217/>