

# Municipal Land Planner

## **Position Summary:**

Strathcona County is seeking a knowledgeable and motivated team member to manage files, lead projects and provide advice related to the use of municipal lands and protection of municipal land interests. This position works with both internal and external stakeholders to ensure that Strathcona County's municipal land inventory and land interests are aligned with the goals and policies of Strathcona County. As a specialized municipality, Strathcona County offers an exciting opportunity to work in both rural and urban environments.

## **Key Responsibilities:**

- Manage files related to the subdivision of municipal lands, land acquisitions and disposals, expression of interest for municipal lands, road closures, municipal reserve dispositions and school reserve designations
- Lead projects related to policies, strategies, initiatives, processes and procedures associated with municipal lands and Strathcona County's land inventory
- Prepare, procure for, and advise on agreements and registration documents related to access, or use of, municipal lands, right of ways and easements and other municipal land interests
- Interpret and provide advice on the Municipal Government Act, Land Titles Act, Land Management Policies and Municipal Land Framework for a diverse range of internal and external customers
- Prepare reports and presentations on municipal land initiatives and projects for Council or stakeholders
- Respond to external and internal referrals for subdivision, infrastructure projects, land requests and other various items
- Represent municipal land interests at public meetings, open houses, and on various committees.
- Manage and organize relevant file search requests, land asset reporting, document libraries and information repositories
- Where workloads permit, assist on long range planning projects related to new land use plans or updates to statutory plans, the land use bylaw, and other long range planning initiatives

## **Qualifications and Skills:**

- Post Secondary Degree related to the functions of the position with at least 3 years of related work experience
- Technical knowledge of the practices and principles of community planning and land management
- Knowledge of relevant federal, provincial and municipal legislation, policies and programs, as well as the ability to integrate/utilize them in land management projects
- Good public relations, interpersonal and communications skills (verbal and written) to communicate with Strathcona County staff, external agencies, the development industry and general public
- Ability to carry out duties with minimal supervision and to take initiative to complete projects
- Ability to achieve practical results allowing strategic and timely adjustments to work programs in a complex and growing environment
- Strong analytical skills and ability to write and interpret policy and regulation
- Strong organizational and records keeping skills to ensure appropriate information management
- Ability to work in a multi-disciplinary team to promote corporate and Planning & Development Services' goals and objectives to clients or members of the public

## **Conditions of Employment:**

- Valid Alberta Class 5 Driver's licence and submission of a 5-year Driver's Abstract with less than 7 demerits

**Who We Are:**

Strathcona County is a specialized municipality located in the heart of Alberta. Our vision is to become Canada's most livable community, where our workplace culture and identity are supported by our people plan and values of integrity, respect, safety, fairness, and cooperation.

**Why Join Strathcona County:** (depending on position)

- Competitive salary and comprehensive benefits package, which includes:
  - Extended health and dental coverage
  - Health and wellness spending account
  - Life and disability insurance
  - Retirement and pension programs
  - Earned day off program
  - Employee and family assistance program
- Commitment to employee development, through internal and external training and development opportunities
- Well-being programs and a safety culture focused on physical and psychological health in the workplace

Equivalencies of education and experience may be considered. This role is eligible to participate in our hybrid work program.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Strathcona County is committed to an inclusive, respectful, and equitable workplace that represents the community we serve. We welcome applicants from all backgrounds who can contribute diverse perspectives and experiences.

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

**Please apply on our website before 11:59 pm on August 17<sup>th</sup>, 2025: [Municipal Land Planner - Strathcona County Careers](#)**