

ECONOMIC DEVELOPMENT AND PLANNING OFFICER

ORGANIZATIONAL UNIT: Administrative

GROUP: Economic Development and Planning

CLASSIFICATION: Permanent Full – Time (37.5 hours per week)

ABOUT BON ACCORD

The Town of Bon Accord is situated in the heart of Sturgeon County, just 20 minutes north of Edmonton, with a population of 1481 residents. Our mission is to promote and improve our quality of living, enhance our sense of community, and preserve the integrity of our hometown values while growing into a Town that is diverse, prosperous, and welcoming to new residents, businesses, and visitors.

Our rural community boasts three outdoor parks, an arena, skate park, playgrounds, elementary and middle schools, walking trails, wetlands and much more. The Town of Bon Accord offers a healthy work-life balance and is an equal opportunity employer. Come work with us and discover all Bon Accord has to offer!

SCOPE

Reporting to the Town Manager, this position is responsible for Economic Development, Planning and Development, and works with Sturgeon County Bylaw Services to address bylaw related concerns or offences.

RESPONSIBILITIES

Planning & Economic Development

- Act as the Town's Development Authority under the guidance of Municipal Planning Services (MPS).
- In conjunction with the Town's development authority, utilize the Land Use Bylaw to assist in processing and facilitation of decisions regarding development applications.
- Foster positive relationships with various stakeholders, both internal and external to the organization.

- Communicate and respond to inquiries from the public, entrepreneurs, developers, engineers, and all other agents related to business, planning and economic development.
- Ability to communicate and present to Council at regular meetings of Council monthly or as required; written and verbal.

Bylaw Liaison

- Extensive knowledge of Land Use Bylaws, Community Standards Bylaws, and the Municipal Government Act in relation to infractions and non-compliance situations.
- Lead the management of bylaw complaints through investigation, policy, and procedures, with the aim of providing prompt equitable resolution.

Emergency Management

- Assume the role of Public Information Officer or other role as directed by the Director of Emergency Management (DEM) or Deputy DEM in the Emergency Coordination Centre when activated.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge

- Degree, certification or related experience in Economic Development and Land-Use Planning services would be an asset or a min. of 3 years of related experience preferred.
- Prior Municipal Government experience would be a definite asset.
- Excellent written / verbal communications and public relations skills.
- Budgetary, project/fiscal management, stakeholder relations and engagement skills.
- Excellent presentation skills; ability to present and address Council, boards and committees.
- Considerable knowledge of the Municipal Government Act and required statutory plans and related legislation.
- Possess a valid class 5 driver's license and personal vehicle.

Skills

- Strong public relations, customer service and communication skills.
- Excellent interpersonal skills, leadership skills and the ability to build collaborative working relationships.
- Strong problem-solving and conflict management skills.
- Strong presentation and report writing skills.
- High level of organizational skills with the ability to meet deadlines.
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature maintaining confidentiality.

For a detailed position description, please visit <https://bonaccord.ca/p/employment-opportunities>

Excellent benefits and matching RRSP contribution. Salary commensurate with qualifications and experience. Open until filled. Criminal record check required.

Please send cover letter and resume to cao@bonaccord.ca. We thank all applicants for their interest, however, only those selected for an interview will be contacted.