

# Cultivate Your Career



## LAND COORDINATOR PERMANENT FULL TIME

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| <b>Organization</b>  | City of St. Albert                                   |
| <b>Website</b>       | <a href="http://www.stalbert.ca">www.stalbert.ca</a> |
| <b>Department</b>    | Engineering  |
| <b>Location</b>      | 5 St. Anne Street, St. Albert                        |
| <b>Compensation</b>  | \$66,540 – \$81,894 per annum                        |
| <b>Closing Date</b>  | May 12, 2025   |
| <b>Competition #</b> | 25/70  |

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

Reporting to the Senior Municipal Land Specialist, the Land Coordinator will be responsible for customer support, research and education initiatives, input into policy development, and administrative matters related to issues that arise through non-compliance or structures that have been constructed on City land

The key responsibilities include:

- Coordinate resolution of encroachment complaints on City property in alignment with established policies, including stakeholder communication, inspections, enforcement liaison, and documentation.
- Review and interpret agreements related to rights-of-way, easements, crossing agreements, and temporary working spaces, ensuring legal compliance.
- Support land acquisition, disposition, and road closure activities, assisting with coordination among legal, planning, appraisal teams, and other internal and external stakeholders.
- Provide advice on land-related issues such as easements, licenses of occupation, restrictive covenants, and utility rights-of-way. Support the development and updating of land-related policies, bylaws, and standard operating procedures.
- Research and respond to land inquiries and complaints, maintaining accurate case files, retrieving relevant property records, and ensuring FOIP compliance. Escalate complex cases to the Senior Municipal Land Specialist.
- Maintain land inventory and documentation, oversee land title submissions, lease/license tracking, and assist in the preparation of development agreements and document endorsements.

### QUALIFICATIONS

- A two (2) year diploma in Civil Engineering Technology, Engineering Design and Drafting Technology, Land Administration, Paralegal in Real Estate, or related program combined with two (2) years of relevant experience.

- A relevant professional certification, license or designation is preferred, such as a professional Right of Way (RWA) certificate or designation.
- Membership in a professional organization pertaining to licenses or certifications is preferred.
- Experience with web applications such as Microsoft Office, ArcGIS, Spin II, AutoCAD, and Tempest.
- Strong understand in the Land Titles Act, relevant sections of the Municipal Government Act, and applicable/comparable municipal bylaws.

### COMPENSATION

\$66,540 - \$81,894 per annum. In addition, the City of St. Albert offers a comprehensive benefit package with a Flexible Spending Account and Pension Plan.

### HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

**FLEXIBLE WORKING HOURS** – This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

**HYBRID REMOTE WORK** – The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

### CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check.
- The successful candidate will be required to provide proof of educational and professional credentials.
- A valid Class 5 Drivers License and a personal vehicle for work use are required.

### CLOSING DATE

**May 12, 2025**

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.