

Make a great team better.

*Send your application or
resume, quoting the
competition number, to:*

*Strathcona County
Human Resources
2001 Sherwood Drive
Sherwood Park, AB
T8A 3W7*

*Inquiries: 467-7331
Fax: 464-8521
jobs@strathcona.ab.ca
(Word format files required)*

*Thank you for
your interest in
Strathcona County.
We contact only the
candidates selected for
interviews.*

*Candidates must be
legally able to work
in Canada.*

Senior Property Management Technician Planning and Development Services

Responsibilities

- administer the Land Sales Program including the associated processes (planning, rezoning, de-reserving, advertising and marketing) and direct the disbursement of proceeds
- administer the Tax Recovery Program including the Tax Auction and associated processes (appraisals, environmental assessments, grant funding)
- administer the Land Leasing Program for County-owned lands and buildings; coordinate dispute resolution on tenancy matters including structural deficiencies and foreclosure
- administer the Land Licensing Program for complex amending agreements, reserve licensing, PUL and road licensing; review decisions for potential liabilities
- assist the Coordinator in preparing the operating budget; identify revenue sources, identify monthly variances and assist in accounting for leasing and capital projects
- assume all duties and responsibilities of the Coordinator during Coordinator's absence

Qualifications

- Certified Property Manager (CPM), Real Property Administrator (RPA), Senior Right-of-Way Agent (SR/WA) or Certified Leasing Officer (CLO) professional designation
- a minimum five years of progressively responsible real estate, negotiation, leasing and licensing experience
- knowledge of the Municipal Government Act, Real Estate Law and Practices, Taxation Act, Land Titles Act, Landlord and Tenant Act and the Expropriation Act
- the ability to interpret and draft legal agreements (agreements of purchase and sale, easements, leases, licenses, land contracts)
- sound decision-making skills
- knowledge of the accounting principles, practices and principles involved in appraising real property
- the ability to negotiate and liaise with the public, realtors and developers and communicate effectively with Council, senior administration and other departments
- the ability to operate various computer related programs
- the ability to supervise support staff effectively

The annual salary is \$61,989 to \$77,496. In addition to providing a dynamic working environment, we offer a 35-hour work week and a competitive benefits package.

Competition #101-2010 closes August 3, 2010.