



Join the City of Medicine Hat as a Land Analyst III

Permanent, Full time, On Site

Reporting to the Manager - Land and Real Estate, the Land Analyst III provides expertise in the surface land administration, including acquisition and property management processes. In this senior level position, the incumbent will have advanced skills and knowledge in land regulations and agreements, contract interpretation and financial details as they relate to surface administration. This role requires 1885 working hours annually and involves close collaboration with internal and external stakeholders, including private, municipal and provincial landowners and customers.

Your key responsibilities

- Authorizes invoices for payment for surface land agreements, leases and other joint interest invoices.
- Coordinates leasing, renewals and subleasing as well as land acquisitions and land leases.
- Interprets surface contracts and related agreements to ensure commitments are met and to resolve issues.
- Manage third party agreements and processes, including crossings, easements, right of way agreements, and other registrations.
- Works in collaboration to review rate schedules and relevant information to determine compensation for landowners.

What you bring

- A strong understanding of all surface land activities, the Torrens Land System, drilling regulations and directives of the Alberta Energy Regulator (AER) and requirements of Land Titles.
- Demonstrated ability to understand and interpret contracts, agreements, and financial details as they relate to surface land administration.
- Advanced knowledge in all surface land related software, such as but not limited to, CS Explorer, Pandell Crossings and Road Use, Optix and OneStop.

- Excellent proof-reading skills to identify inconsistencies or efficiencies within surface land and leasing documentation.
- Exceptional inter-personal skills to maintain effective working relationships with co-workers, other City employees and the public.

Qualifications

- Successful completion of a diploma in Petroleum Land Management or related field from a recognized post-secondary institution
- Ten (10) years current, relevant experience in land administration.
- An equivalent combination of management approved training and experience may be considered.

Why join us?

- **Make a difference:** Contribute to the growth and development of our employees, fostering a culture of continuous learning and professional advancement.
- **Collaborative environment:** Work alongside passionate professionals dedicated to achieving excellence and driving positive change within the organization.
- **Career growth opportunities:** Access to ongoing training, development programs and advancement opportunities to support your professional growth and career aspirations.
- **Competitive benefits package:** Enjoy a comprehensive benefits package including competitive base salary, health, dental, retirement plans and more.
- **Competitive rate of pay:** Starting at \$51.07
- **Relocation assistance available.**