

DEVELOPMENT OFFICER, PLANNING & DEVELOPMENT **GREENVIEW, ALBERTA**

DEPARTMENT: Infrastructure & Planning

LOCATION: Administration Offices – Valleyview, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Development Officer is responsible for providing administrative and technical support for a variety of functions and duties related to land development within the municipality for the Planning & Development Department.

MAJOR

- Develop and maintain a working knowledge of the relevant legislation and regulations relevant to Planning and Development including, Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan and Land Use Bylaw, Intermunicipal Development Plan, Development Guidelines & Municipal Servicing Standards Manual, as well as other plans and planning studies applicable to the municipality.
- Participate in the development and revision of planning legislation including Land Use Bylaw, Municipal Development Plan, Intermunicipal Development Plans and Area Structure Plans.
- Process Development Permits; Land Use Amendments; Subdivision applications; and local agency and Provincial referrals.
- Review site and survey drawings to ensure the necessary information has been provided for development, land use amendment and subdivision applications.
- Liaise with and respond professionally and promptly to internal and external customer inquiries to with assist with processing applications including: Development Permits; Land Use Amendments; Subdivisions to determine boundaries and viability of the application.

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- Liaise with service providers in providing direction for required for the efficient operation of Planning Programs, such as Munisight PD & Munisight ES.
- Provide assistance and information through collaboration with the public to ensure development requirements and processes are known.
- Prepare correspondence to ratepayers and agencies as required.
- Prepare and present Request for Decisions to Council and the Municipal Planning Commission.
- Attend various meetings as a municipal staff representative and provide updates on said meetings.
- Carry out Field Inspections including preparing inspection reports ensuring all relevant information is included with the Permit, Subdivision and Amendment Applications.
- Prepare Notice of Decisions for all Development Permit, Subdivision and Land Use Amendment applications. Advertisements as required for Development Permits only.
- Perform field investigations of non-compliant development/planning related activity and facilitate the resolution of issues to comply with the Land Use Bylaw and other regulations.
- Ensure follow-up is completed to ensure Development Permit conditions are met and liaise with Safety Codes Officers to gather appropriate documentation.
- Follow the necessary Enforcement Steps for all Development Permits and Planning & Development in order to comply with Land Use Bylaw including: site inspections, violation review and follow up communications.
- GIS functions include preparing specialty mapping and creating related spreadsheets for reporting.
- Review and provide comments on approach applications.
- Responsible to file all correspondence in the Filehold program.
- Complete research for development inquiries requiring detailed information to respond with findings and prepare follow-up response and report to the Manager, Planning & Development.
- Perform other duties as assigned by the Manager, Planning and Development.

MINOR

- Prepare various Website and Newsletter Articles to educate and provide the public with ongoing planning activities.
- Provide assistance and information to facilitate Development Permit, Subdivision or Land Use Amendment processes to ensure it complies with current planning legislation.
- Liaise with government agencies and departments on development related matters.

OCCASIONAL

- Perform the duties of the Manager of Planning & Development in their absence.
- Assist with budget preparations for the Planning & Development Department.

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QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Post-secondary education in Land Use Planning or related disciplines including completion of Bachelor in Planning with GIS Training or Applied Land Use Planning Certificate (ALUP), or a combination of equivalent education and experience.
- Minimum of 3-5 years' experience in municipal government with emphasis on planning and development processes.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Knowledge of relevant, provincial and municipal legislation, policies and programs with ability to integrate and utilize knowledge in planning and development projects.
- Strong experience and understanding of community planning practises, principles and procedures, land use planning legislation, land use planning preparation, public participation processes and the ability to integrate and utilize knowledge in rural and urban planning settings.
- Excellent interpersonal verbal and written communication skills to interact with public, staff, Council, and external agencies.
- Excellent conceptual and analytical skills, with strong facilitation and influencing skills.
- Ability to work independently and within a team environment and to adapt to a demanding and dynamic work environment.
- Possession of a valid Class 5 driver's license.

SKILLS REQUIRED:

- Possess a certificate in Land Use Planning.
- Working knowledge of MGA and other legislation pertaining to municipal planning matters in Alberta.
- Working knowledge of Statutory Plans: MDP's, LUB's, ASP's, IDP's and related municipal legislation including the MGA.
- Must be proficient with GIS mapping programs and be able to adapt and work with GeoMedia and MAPWiz Programs.
- Must have a working knowledge of map reading & navigating throughout the rural municipality.
- Excellent interpersonal verbal and written communication skills to interact with public, staff, Council, and external agencies.
- Excellent conception and analytical skills, with strong facilitation and influencing skills.
- Ability to interact well with and respond to inquiries from all levels of government, as well as other Employees, Management, Council and Ratepayers.
- Familiarity with local government planning and budgets.

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- Must be able to maintain confidentiality.
- Proficiency with Outlook, Microsoft Word, Excel, and PowerPoint, and other Microsoft programs.
- Ability to work independently with minimal supervision and within a team environment and to adapt to a demanding and dynamic work environment.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- Subject to working in an outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by 31st January 2019, in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0
Fax: 780-524-3981
By E-mail: careers@mdgreenview.ab.ca
Website: www.mdgreenview.ab.ca

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INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Development Officer and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

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