



Town of Rocky Mountain House

POSITION DESCRIPTION FOR: Senior Development Officer

Department:	Planning and Community Development	Effective Date:	May 4, 2021
Revisions:		Authorization:	
Reports To:	Director of Planning and Community Development		

General Accountability

Reporting directly to the Director of Planning and Community Development, the Senior Development Officer is responsible for aspects of urban and development planning, land administration and to ensure the Municipal Government Act, Town of Rocky Mountain House's Land Use Bylaw and related planning documents are adhered to. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

1. Core Duties:

Supervise and direct the Development Officer and Administrative Support Staff for the Planning and Community Development Department.

Administer Town of Rocky Mountain House Land Use Bylaw:

- Process applications for development permits and subdivisions pursuant to current bylaw, ensuring compliance with the Land Use Bylaw and associated development regulations.
- Check zoning and ownership of land to be developed.
- Assist applicants with completing required applications, including preparation of all required information.
- Issue "Notice of Decision" and "Development Permits" on *permitted and discretionary use* development applications in all districts.
- Preparing and submission of applications and decisions for publication for objections.
- Compile reports and related documents for presentation of *discretionary use* development applications to the Municipal Planning Commission.
- Monthly development permit and building permit stats reporting to the Municipal Planning Commission.
- Compile reports and related documents for presentation at subdivision and development appeal board hearings.

- Assist Director of Planning and Community Development to resolve all enforcement issues where Land Use Bylaw has not been adhered to in accordance with such bylaw and provincial regulations.
- Assist Director of Planning and Community Development to prepare technical reports pertaining to rezoning, development permits, subdivision proposals and related planning matters, taking into account Town policy as expressed in the Town's Municipal Development Plan, other agencies/departmental concerns, impact of the community and municipal, provincial and federal regulations.
- Site inspections for the purposes of enforcement or application processes.
- Ensure all the conditions of development permits are completed.
- Processing, monitoring and reimbursement of securities held as part of development agreements and development permits while ensuring that all letters of credits are kept current.
- Competency in Town GIS system.
- Collaborate with any planning contract services as per their service agreement.
- Present at Regular Council meetings and conduct information sessions with elected Town Council and Mayor.

Administer the Town's Quality Management Plan the Safety Codes Act:

- Authorize and distribute appropriately prepared and qualified permits.
- Assist applicants with completing required applications including preparation of required information.
- Monitor and inspect developments at various stages to ensure adherence to current bylaws and regulations.
- Monitor and manage the service delivery of Safety Codes Contractor on a weekly basis (every Thursday).
- Review of open/closed files and maintain records of the process and use additional reporting in eSITE to improve service delivery.
- Back up for Safety Code Fee monthly submission.
- Back up for monthly reporting to Statistics Canada.

Administer all lands within the municipality boundaries:

- Assist Director of Planning and Community Development to maintain appropriate, up to date drawings and records for all areas, blocks and lots under jurisdiction of the municipality.
- Assist the Director of Planning and Community Development to conduct special planning studies, research projects and investigations as requested.

Represent the Town of Rocky Mountain House on all day-to-day activities relating to community development and planning matters, liaise and correspond with agencies, governments, developers and other interested parties:

- Assist Director of Planning and Community Development with Development initiatives.
- Attend meetings and participate on relevant committees on behalf of the Town.
- Represent the Town at seminars, conferences or meetings.

Administer the Town of Rocky Mountain House Business License Bylaw:

- Process applications for Business Licenses pursuant to current bylaw.
- Approve and issue Business License Certificates.
- Assist applicants with completing required application, including preparation of all required information.
- Direct enforcement of required Business Licenses or the suspension or revoke of a Business License.
- Assist Development Officer and Support staff with invoices for annual renewal of Business Licenses.

2. Other Duties:

Provide technical research to the Director of Planning and Community Development on matters relating to community development and planning.

Assist the Director of Planning and Community Development to prepare Municipal Development Plan, Land Use Bylaw amendments, Area Structure Plans and reports.

Carry out administrative duties, including:

- Back up for answering incoming calls.
- Back up for taking initial enquiries at front counter.
- Back up for processing payments and daily reconciliations in Microsoft Dynamics GP.
- Preparation of Development Agreements for Director's approval.
- Registration and discharge of development related caveats to Alberta Land Titles.
- Ensuring Microsoft Access program is up to date with development permit, building permit and real property report information.
- Ensuring all spreadsheets are up to date including the outstanding building permits and technical review spreadsheets.
- Coding invoices with the appropriate general ledger account.
- Assist with applications for the Storefront Improvement Program.

- Working closely with Town personnel in all matters pertinent to community development and planning.
- Maintaining a library of reference materials such as reports, studies, economic development plans and engineering reports on infrastructure requirements, etc.
- Maintain accurate files on each issue relating to community development and/or planning.
- Actively participate in and adhere to the Workplace Health & Safety Program as per the Health & Safety Policy, in order to maintain a safe & healthy workplace.
- Other related duties as assigned by the Director of Planning and Community Development from time to time.

3. Required Education and Training

The minimum level of education required to perform these duties are:

- A Diploma in Planning or completion of the Applied Land Use Planning Certificate Program or a related program.

The minimum experience required to perform these duties are:

- Two (2) years of applicable experience in a planning and development environment.
- Strong Microsoft Office knowledge and experience.
- Ability to interpret architectural drawings.
- Some introductory familiarity with drafting, AutoCAD and/or G.I.S. systems.
- Ability to deal with developers, government agencies and the public with sensitivity, and in a courteous, diplomatic and tactful manner.
- Teamwork and cooperation.
- Strong oral and written communication skills.
- Ability to set priorities and balance a number of projects at the same time.
- Independent decision-making, problem solving and analytical skills.
- Staff supervision and leadership skills.

4. Decisions and Recommendations:

Decisions made regularly for which the development officer is held responsible are:

- Approval or denial of development permit applications.
- Responses to general inquiries.

The Development Officer has no signing authority beyond the issuance of development permits and compliance certificates unless otherwise delegated by the proper authority.

5. Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Municipal Government Act of Alberta.
- Municipal Development Plan.
- Intermunicipal Development Plan.
- Land Use Bylaw.
- Area Structure Plans.
- Town bylaws, policies and procedures.
- Architectural Guidelines.
- Reference manual and material.
- Written or oral directives received from the Director of Planning and Community Development.
- Federal and Provincial Government regulations.

6. Contacts:

The Development Officer will frequently have contact with the following:

- Local contractors and developers and/or representatives as well as realtors.
- Alberta government departments including Safety Codes Council, Fire Inspectors, Health Inspector etc.
- General Public.
- Town of Rocky Mountain House staff.

7. Environment:

Features of work which create unusual demands of the Development Officer or which create physical and/or mental stress are:

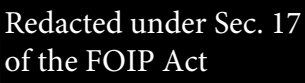
- Administrative Support works closely with the other departments within Planning and Community Development.
- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.

- Requires discretion and confidentiality in all matters.

8. Physical Demands:

This position may include the following:

- Being seated for long periods of time.
- Bending and twisting motions with lifting.
- Lifting over 10 kgs.
- Occasional outside work during cold weather is required.

CAO Approval:  Redacted under Sec. 17
of the FOIP Act

Date: 05/03/21

SIGNATURES

I have read and understand the contents contained within this job description. The Director of Planning and Community Development has informed me that this is a general description of the duties, responsibilities and qualifications for the position of a Senior Development Officer. This description will form the basis for my classification level and my performance evaluation.

Employee's Signature: _____

Supervisor Signature: _____ Date _____