

**Development Officer II**

Planning and Development Services

The Development Officer II is responsible for reviewing and making decisions on development permit applications, for providing interpretations and advice on Land Use Bylaw (LUB) regulations to both internal and external customers, for administering Strathcona County's Land Use Bylaw (LUB), providing planning and development expertise and advice to a variety of stakeholders, and for participating in and assisting with daily branch operations and initiatives.

**Responsibilities**

- Review and make decisions on development permit applications including providing relevant information, analyzing circulations, consulting involved parties, negotiating alternatives and ensuring compliance with regulations and bylaws
- Interpret and provide advice regarding the Municipal Government Act, Land Use Bylaw, Municipal Development Plan and other government regulations, policies and procedures for a diverse range of internal and external customers
- Conduct site/field inspections related to proposed development to determine completion and compliance with regulations of the LUB and Development Permit conditions
- Assist with establishing branch processes and procedures
- Assist in response with Councillor and Senior Management inquiries
- Guide a development proposal through the County's development process by coordinating pre-application meetings utilizing a project based process
- Provide assistance in the review and research of compliance requests to provide accurate feedback and response to customers
- Maintain professional affiliations and comprehensive current knowledge of applicable legislation, new trends and literature
- Provide leadership to the Development Officer I

**Skills and Abilities**

- Excellent interpersonal and customer service skills, tact and judgement
- Excellent written and verbal communication skills, with the ability to diffuse difficult situations
- Excellent organization and time management skills, with the ability to adapt to restricted timelines and changing priorities
- Strong research, analytical and problem-solving skills
- Knowledge of relevant legislation, with the ability to apply legislation, policies and programs to planning and development projects
- Strong technical knowledge of development planning
- Ability to work independently and within a team
- Proficiency with Microsoft Office Suite and job related software

**Qualifications**

- Degree in Planning or a related discipline with 2 years of related experience OR a diploma in Planning or a related discipline with 4 years of related experience

- Supervisory experience may be considered an asset
- Equivalencies of education and experience may be considered
- Experience in a Municipal Planning and Development role is preferred
- Eligibility for membership in the Alberta Development Officers Association (ADOA)
- Valid Alberta Driver's license, with Driver's abstract is required

The annual salary for this permanent full time position is \$71,453 to \$89,307 working 35 hours per week.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

**Competition #252-2016-EXT-PDS closes November 16, 2016**

To apply visit [www.strathcona.ca/careers](http://www.strathcona.ca/careers)