CHESTERMERE

FULL-TIME EMPLOYMENT OPPORTUNITY – DEVELOPMENT SERVICES COORDINATOR

(REPLACEMENT OF AN EXISTING ROLE)

As Alberta's fastest growing municipality, the City of Chestermere has rapidly evolved from a charming summer village into a dynamic lakeside community for over 20,000 residents. The beautiful lake, excellent schools, safe communities, pleasant neighbourhoods, growing opportunities, and a 18 hole golf course all contribute to the ambiance of a family friendly oasis. By demonstrating Collaboration, Humour/Fun, Integrity, Professionalism and Accountability, employees at the City of Chestermere use their strengths and unique abilities to contribute to the vision of Chestermere becoming Alberta's Oasis.

The City is currently seeking a full-time **Development Services Coordinator** to join our Development and Infrastructure Services team. The Development Services Coordinator participates in building interdependent teams that work to achieve their objectives and, in collaboration with other departments, the overall vision of the City of Chestermere within the context of the Strategic Initiatives contained within the rolling 3 year Strategic Plan.

Main responsibilities:

- Provide level ll technical municipal, support and workflow expertise and advice in the implementation, monitoring, and continuous improvement of own functional area:
  - Development Services Administration, interpretation and enforcement of matters and responsibilities determined by the Municipal Government Act, City of Chestermere Land Use Bylaw, Municipal Development Plan and Area Structure Plans e.g.; Coordinate the work of the Development Services Technicians, providing leadership, direction and feedback; Provide assistance and guidance to contractors, developers, professionals and homeowners (property owners) through all stages of the development process; Advise development permit applicants or proposed applicants of permitted, discretionary and non-permitted uses for the proposed area, advising of possible options available such as amending the Land Use Bylaw, etc.; Prepare reports containing pertinent documentation covering the subdivision and/or development/building permit application(s) for presentation to Council, Chestermere Planning Commission or Development/Subdivision Appeal Board; Review the Municipal Development Plan, Area Structure Plans and the Land Use Bylaw; Prepare, when necessary, bylaws and amendments as required for presentation and approval of Council; Monitor issues pertaining to the Land Use Bylaw and take required action to ensure the Land Use Bylaw is enforced; Investigate complaints pertaining to planning and development; Research and review issues of non-conformance with the Land Use Bylaw and discuss appropriate course of action with the Director, Development and Infrastructure Services and take action as required; Ensure expeditious processing of applications with follow-ups as required.
  - Sign and issue all Development Permits and Certificates of Compliance.
  - Approve Development Permits as per the Municipal Government Act and the City of Chestermere Land Use Bylaw.
- Participate in the assessment of the current and future needs of the Development Services team, gathering input and feedback, utilizing evaluation tools, analyzing and reporting statistical and evaluative data.
- Participate in networking and facilitate partnerships with local, regional, provincial and federal subject matter experts and service providers, e.g., peers in other municipalities, consultants, developers, maintain an awareness of best practices and opportunities.
- Represent Development Services internally, e.g., undertake studies and provide recommendations regarding the feasibility of policies, projects, and services.
- Participate in the enhancement and implementation of City and Department Policies and Procedures within legislative, regulatory requirements and best practices.
- Represent Development Services on a variety of professional associations and organizations.
- Assist in sensitive negotiations, contracts and agreements with service providers and partners.
- Provide functional support to the Planning and Development Services Manager on sensitive issues.
- Participate as a member of the Chestermere Emergency Response team in preparing and enabling the community to respond in the event of a local disaster or regional disaster.

Consideration will be given to candidates who possess:

Required certifications and/or documentation

- Degree in Planning or a related discipline.
- 4 years of related and progressive experience, including supervisory experience.
- Completion of the Applied Land Use Planning Certificate.
- Clear Criminal Record Check deemed satisfactory by the City.
- Valid Class 5 Alberta Driver's License and a Driver's Abstract deemed satisfactory by the City.
- Maintain valid Standard First Aid CPR C and AED certifications.

Expected skills and attributes

- Customer-service experience in a municipal setting or similar office environment.
- Understand Real Property Reports and ensure compliance to applicable Land Use Bylaw requirements.
- Thorough understanding of acceptable grading and proper drainage within a property.
- Ability to read construction drawings, complete mathematical calculations and conversions, and use a scale ruler in the interpretation of development applications.
- Ability to work on several projects or issues simultaneously, including research and data collection.
- Thorough knowledge of governance issues, e.g., demonstrated ability to interpret municipal documents including Bylaws, policies and codes.
- Communication and customer service skills with the ability to communicate effectively in written and oral form, e.g., maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with staff, the public and other stakeholders.
- Ability to balance the needs of stakeholders with the needs of the City.
- Strong work ethic and highly motivated, e.g., ability to work in a fast paced environment and respond to action requests and competing deadlines in a timely matter.
- Proficiency with MS Office, e.g., Word, Excel, PowerPoint, and Outlook, and AutoCad, GIS and Adobe Graphic software.

A detailed job description is attached. The City appreciates receiving resumes from all qualified individuals, however only those applicants who are short-listed for an interview will be contacted.

Interested candidates are encouraged to submit their cover letter and resume referencing
Job Competition 2018-Development Services Coordinator by 4:00pm Tuesday, January 16, 2018

City of Chestermere
105 Marina Road, Chestermere, Alberta, T1X 1V7
Attention: J Gibeau **Email:** jobs@chestermere.ca **Fax:** (403) 204-7681