



**Town of Innisfail  
Employment Opportunity**

**Development Officer**

The Town of Innisfail is looking for an individual to fill a full time Development Officer position. The Development Officer is responsible for the processing of development permits and day to day implementation of the Town's Land Use Bylaw as well as assisting the Director with the activities and responsibilities of the Planning and Development Department.

**Key Responsibilities include:**

- Works with other departments for the provision of information and services, including home occupations and business licensing compliance and bylaw enforcement.
- Keeps and maintains for public inspection a copy of the Land Use Bylaw and all statutory and non-statutory plans approved by Council
- Inspects for and ensures compliance with the requirements of the Land Use Bylaw
- Responds to requests for planning information and compliance certificates
- Refers matters to the Municipal Planning Commission for its consideration in accordance with the Land Use Bylaw and provides administrative support for all MPC meetings, decisions and functions
- Prepares all notices and advertisements required for the processing of development permits
- Liaises with developers, builders and the general public on matters related to the Land Use Bylaw, development and building and general planning matters
- Maintains up to date information on general planning topics, development and building statistics and development processes for the Town, general public and applicants.
- Assists with special projects and other priorities assigned by the Director
- Manage both hard copy and electronic filing of land file documents
- Performs other duties as assigned by the Director

**Requirements:**

- A Diploma or Degree related to land use planning, landscape architecture, geography, urban studies or a related diploma or degree. A combination of education and experience may be considered.
- Two years directly related experience or 3-5 years of related work experience
- Experience in the municipal sector is an asset
- Knowledge of Part 17 of the Municipal Government Act and familiarity with land use bylaws
- Knowledge of land development and building processes and activities

The Town of Innisfail offers a competitive salary commensurate with experience and an excellent benefits package. Qualified applicants are invited to submit their resumes in confidence by 4:00 p.m. on **Friday, March 16, 2018** to:

Town of Innisfail  
Attention: Erica Vickers, Finance Coordinator  
4943 53 Street, Innisfail, Alberta, T4G 1A1  
Email: [erica.vickers@innisfail.ca](mailto:erica.vickers@innisfail.ca)

*We thank all applicants for their interest; however only candidates selected for an interview will be contacted.*