



# Town of Rocky Mountain House

## ***Employment Opportunity Development Officer II***

The Town of Rocky Mountain House, population 6,635, is located 85 km west of Red Deer. The Town of Rocky Mountain House is seeking an energetic individual with excellent communication, time management and coordination skills, combined with a high degree of professional judgment for the position of Development Officer II (Assistant Development Officer).

### **Job Summary:**

This position is responsible for the day-to-day functions of the department, the Development Officer II (Assistant 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.

### **Duties:**

- Assist Development Officer I, with administering Town of Rocky Mountain House Land Use Bylaw;
- Administer the Town's Quality Management Plan for the Safety Codes Act;
- Carry out day to day office administrative duties;
- Administer the Town of Rocky Mountain House Business License Bylaw;
- Provide technical research to the Director of Planning and Community Development on matters relating to planning and community development;
- Process applications for development permits and regulations pursuant to current bylaw, ensuring compliance with the Land Use Bylaw and associated development regulations;

Complete job description can be found in the employment section on the Town's website [www.rockymtnhouse.com](http://www.rockymtnhouse.com)

### **Requirements:**

Interested applicants should possess the following skills and qualifications:

- Completion of Grade 12 Diploma;
- Completion of the Applied Land Use Planning Certificate Program;
- Two (2) years of applicable experience in an office environment, preferably municipal;
- Strong Microsoft Office knowledge and experience.
- Ability to interpret architectural drawings;
- Some introductory familiarity with G.I.S. systems
- Effective written and oral communication skills;
- Ability to deal with developers, government agencies and the public in matters of some sensitivity in a courteous, diplomatic and tactful manner;
- Self-motivated requiring a minimum of supervision
- Ability to deal with staff and the public in an easy and efficient manner

The salary will be commensurate with experience and qualifications and includes a comprehensive benefits package. Please submit your resume and cover letter detailing how your experience and qualifications meet the requirements.

We thank all that apply however, only candidates selected for an interview will be contacted. The position will remain posted until March 20, 2017. Candidates being considered will be required to undergo a Criminal Record Check and provide a driver's abstract.

Forward resume in confidence to:

Dean Schweder, Director of Planning and Community Development  
Town of Rocky Mountain House  
Box 1509, Rocky Mtn House, AB T4T 1B2 or  
Email [dschweder@rockymtnhouse.com](mailto:dschweder@rockymtnhouse.com)