



**Development Officer  
Town of Edson  
Permanent, Full-Time Position**

December 17, 2018

**Competition #: EDSOU-28**

The Town of Edson is a progressive community located just half way between the majestic mountains of Jasper and the vibrant City of Edmonton that is continuously on the hunt for talented and success driven individuals. We offer an amazing opportunity to work with a dynamic group of individuals who make a valuable contribution to our Community on a daily basis.

We are currently seeking to fill the permanent, full-time position of Development Officer. The successful applicant will work closely with the Planning and Development Manager and will act as the Development Authority and Subdivision Authority for the Town. Our Development Officer is a team player by nature with the skills to operate independently and a high degree of ownership for their work. The Town seeks someone with moderate experience and related post-secondary or an ALUP certificate. The Town is committed towards a healthy working environment where employees can flourish with professional development opportunities, work life balance and the ability to provide meaningful work in service to our public.

To learn more about this remarkable opportunity, please read the detailed job description c/w position requirements below.

If you are interested in joining our dedicated Team, please submit your cover letter c/w resume quoting the Competition #EDSOU-28 by 4:00 pm on January 15, 2019 to:

**Human Resources**

**Town of Edson**

PO Box 6300, Edson, AB T7E 1T7

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

Visit our website at: [www.edson.ca/jobs](http://www.edson.ca/jobs)

*We thank all applicants for their interest, however, only those selected for interviews will be contacted.*

**Position:** **Development Officer**  
Department Head: General Manager, Infrastructure & Planning  
Immediate Supervisor: Planning & Development Manager

## **GENERAL**

Reporting to the Planning & Development Manager, the Development Officer is responsible for development control and subdivision within the Town of Edson, ensuring that planning and development regulations are properly administered.

### **Position Duties:**

#### **Planning and Development**

- Liaise with and respond professionally and promptly to internal and external customer inquiries related to Development Permits, Land Use Amendments, Subdivision Applications and local referrals.
- Process and issue decisions in accordance with established processes and legislation for development permit applications, certificates of compliance, subdivision applications and other land use applications.
- Prepare Development or Subdivision Agreements subsequent to development or subdivision approvals, as required.
- Prepare Council or Committee of the Whole reports as requested by the Planning & Development Manager.
- Assist with preparation of reports for Subdivision and Appeal Board hearings, as required.
- Assist with the maintenance of the Offsite Levy Model as directed by Director of Planning.
- Investigate issues related to illegal development and recommend appropriate action to be taken.
- Carry out necessary field inspections as required.

#### **Land Use Bylaw, Area Structure Plans and other Statutory Plan Amendments**

- Respond to inquiries related to Land Use Bylaw, Area Structure Plans and other Statutory Plans.
- Process and prepare Land Use Bylaw, Area Structure Plan or other Statutory Plan amendments as directed by the Planning & Development Manager.

#### **Land Related Matters**

- Assist with the sale and transfer of Town owned land in accordance with established policy and processes.
- Assist with preparation of lands related documentation ie. caveats, encroachment agreements, etc.
- Respond to inquiries related to road closures.
- Assist with the review of road closure applications, including preparation of bylaw, notice for public hearings whilst ensuring compliance with applicable regulations.

**Other Related Duties**

- Perform other related duties, including assisting with training of other departmental staff, as directed by the Planning & Development Manager.

**Health and Safety**

- Comply with all Town policies, work procedures, rules, safety instructions and relevant directives in the Alberta Occupational Health and Safety Act, Regulation and Code.
- Participate in workplace safety initiatives.
- Conduct/participate in formal and informal worksite safety inspections and audits.
- Report all incidents, including near misses to appropriate personnel.

**Position Requirements:**

- Post-secondary education in Land Use Planning or related disciplines, including completion of Applied Land Use Planning Certificate (ALUP), or a combination of equivalent education and experience.
- Minimum 3 – 5 years’ experience in municipal government with emphasis on planning and development processes.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Knowledge of relevant, provincial and municipal legislation, policies and programs with the ability to integrate and utilize knowledge in planning and development projects.
- Strong experience and understanding of community planning practices, principles and procedures, land use planning legislation, land use planning preparation, public participation processes.
- Ability to work independently within a team environment with excellent interpersonal verbal and written communication skills to interact with the public, staff and external agencies.
- Ability to make appropriate, logical and practical decisions.
- Must be computer literate with strong knowledge of Microsoft Office programs.
- Knowledge of Geographic Information Systems (GIS) is an asset.
- Must hold a valid Class 5 driver’s license.

**Level Requirements:**

Level I

As per position requirements.

Level II

One year of position experience with the Town of Edson or two years related experience and successful completion of one Planning/Development related course.

Level III

Two years of position experience with the Town of Edson or four years related experience and successful completion of one additional Planning/Development related course.

NOTE: Equivalencies and related experience shall be determined by Management

			<b>Prob</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
<b>Development Officer</b>	<b>2019</b>	<b>\$</b>	<b>35.45</b>	<b>\$ 36.05</b>	<b>\$ 37.58</b>	<b>\$ 39.23</b>