



# DEVELOPMENT OFFICER

Temporary (1 year term)

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment.

The Planning & Development Services of Red Deer County has a temporary, full-time position for a dynamic and highly motivated **DEVELOPMENT OFFICER** to supplement our ongoing focus in the delivery of customer service excellence.

## Qualifications

- Completion of a post-secondary certificate or degree related to Planning & Development, Urban Design, Architecture, Landscape Architecture, Geography, or related program, plus a minimum of three (3) to five (5) years directly related experience.
- Applied Land Use Planning Certificate or working towards.
- An equivalent combination of experience and education may be considered.
- Ability to successfully communicate (verbally, graphically, and in writing) with various levels of County administration, other government agencies, and the public.
- Ability to manage multiple assignments and work independently.
- Ability to be an active, positive contributor on team-orientated assignments.
- Excellent technical and report writing skills.
- Strong organizational and customer service skills.
- Proficient with MS Office applications (Word, Excel). Experience with GEOCORTEX is considered an asset.
- Ability to deal with confidential and sensitive information and issues.
- Valid Class 5 drivers' license, with an acceptable drivers' abstract.
- Acceptable Criminal Records Check.
- Knowledge of municipal operations as they relate to utilities, engineering, and construction, policies, and design is an asset.
- Experience in a local government environment is considered an asset.

## Additional Information

This is a temporary position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

**Hours of Work:** 8:30 a.m. to 4:30 p.m. Monday through Friday.

**Term:** November 2024 – November 2025

**Salary:** The starting wage for this position will be determined by the qualifications and experience of the candidate chosen for the role. Depending on these factors, the chosen candidate may be offered the position of Assistant Development Officer.

***\*\*A full position description is available upon request\*\****

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m. Wednesday, October 30, 2024**, to:

**HUMAN RESOURCES DEPT.**

[hr@rdcounty.ca](mailto:hr@rdcounty.ca)

[www.rdcounty.ca](http://www.rdcounty.ca)



*We thank all applicants for their interest; however, only those invited for an interview will be contacted.*