



## EMPLOYMENT OPPORTUNITY

**Job Title:** Senior Development Officer – Full Time, Term until June 30, 2026

**Department:** Planning and Development Services

**CLOSE DATE:** January 24, 2025, at 4:30 pm

**Posting No. 2025-01**

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*The City of Lacombe values its staff and believes that success and satisfaction is based upon quality service. Each employee shares in the overall responsibility for quality service and contributes a caring attitude and a commitment to excellence.*

### **The Opportunity:**

Reporting to the Manager of Planning and Development Services, this position serves as a key member of the Planning and Development team. This position plays a crucial role in ensuring that municipal services and projects are delivered efficiently and effectively to meet the needs of the City. This position does not include managerial responsibilities but is essential in contributing to the overall success of departmental objectives. The Senior Development Officer is expected to participate in continuous improvement initiatives and adapt to evolving community needs.

The Senior Development Officer is responsible for providing thorough, high quality and timely responses on the processing of development permit applications and development inquiries. This position ensures an efficient and effective workflow for permit processes and other related customer services, provides advice and recommendations for permits and serves as the main liaison to City of Lacombe Municipal Planning Commission and/or the Heritage Resources Committee. The Senior Development Officer provides coaching and mentoring to development staff on development permit applications, possible conditions, and compliance. This position provides support in issuing building and secondary permits as well as preparing Land Use Bylaw amendments, planning and development agreements or reports.

### **MINIMUM QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE REQUIRED**

- An undergraduate degree in a related field such as Business Administration, Public Administration, Urban Planning or Planning, Land Management
- Applied Land Use Planning Certificate
- Designation of Powers for Alberta Safety Codes (or eligible to obtain)
- Member of or eligible for membership in the Alberta Development Officer's Association
- Five (5) years related experience or an equivalent combination of education and experience
- Conflict Resolution training is an asset
- Valid Class 5 Drivers license is required

**Salary and Benefits:** \$3,502.50 - \$4,377.75 biweekly (based on 37.5 hours per week, dependent upon experience). The City offers a generous benefit package, including health and welfare benefits, and 3 weeks' vacation to start.

**How to Apply:**

Interested candidates please submit a resume on/or before January 24, 2025 at 4:30 pm quoting 2025-01 to:

People Services, City of Lacombe  
5432-56<sup>th</sup> Avenue, Lacombe, AB T4L 1E9

Or by Email: [peopleservices@lacombe.ca](mailto:peopleservices@lacombe.ca)

*All candidates are thanked for their interest and advised that only those selected for an interview will be contacted. The City of Lacombe will conduct a police information check and requires an acceptable Driver's Abstract.*

# JOB DESCRIPTION

<b>POSITION:</b>	<i>SENIOR DEVELOPMENT OFFICER</i>		
<b>SALARY LEVEL:</b>	<i>BAND 4</i>	<b>REPORTS TO:</b>	Manager of Planning and Development Services
<b>DEPARTMENT:</b>	<i>Planning and Development Services</i>	<b>EFFECTIVE DATE:</b>	January 3, 2025

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## **GENERAL PURPOSE**

Reporting to the Manager of Planning and Development Services, this position serves as a key member of the Planning and Development team. This position plays a crucial role in ensuring that municipal services and projects are delivered efficiently and effectively to meet the needs of the City. This position does not include managerial responsibilities but is essential in contributing to the overall success of departmental objectives. The Senior Development Officer is expected to participate in continuous improvement initiatives and adapt to evolving community needs.

The Senior Development Officer is responsible for providing thorough, high quality and timely response on the processing of development permit applications and development inquires. This position ensures an efficient and effective workflow for permit processes and other related customer services, provides advice and recommendations for permits and serves as the main liaison to City of Lacombe Municipal Planning Commission and/or the Heritage Resources Committee. The Senior Development Officer provides coaching and mentoring to development staff on development permit applications, possible conditions, and compliance. This position provides support in issuing building and secondary permits as well as preparing Land Use Bylaw amendments, planning and development agreements or reports.

## **MAJOR DUTIES**

### **Activity A Applications for Development Permits, Planning Projects and other services**

- Receive, process, recommend or issue decisions on development permit applications such as residential, commercial, industrial, institutional, sign and home occupation applications.
  - Lead review of and the decision making associated with more complex development permit applications. Coordinate and collaborate with Development Officer I on permit responsibilities based on file complexity and work priorities.
- Provide, support and guidance to other departmental members.



- Administer, manage and recommend the release of letters of credit and securities.
- Research and preparation of land use bylaw amendments, administrative directives, policies and other operational procedures as requested by the Manager or Director.
- Prepare development permit development agreements for approval by the Manager.
- Liaise with applicants to provide timely and informative responses to ensure an efficient and effective service delivery.
- Support others in the Department with the issuing of plumbing, gas and electrical permits in accordance with the Safety Codes Act, providing guidance on the application process for the required permits.
- Communicate with the public, various public and private agencies and City staff on development activities and proposals.
- Respond to and support others in completing file searches, Environmental Assessments, zoning confirmations and other services offered by the department.
- Ensure addressing of applications is undertaken when required.
- Provide coverage when team members are absent.
- Add a line about planning services including reports and amendments includes working with contracted agency and Manager

**Activity B Regulation, Standards and Policy Compliance**

- Ensure regulation, standards and policy compliance through personal interaction, site inspections, letters, stop orders, encroachment agreements and emails to developers, the public and other stakeholders as required.
- Conduct site inspections related to development inquires or complaints as well as to recommend the release of appropriate securities/deposits as development is completed.
- Ensure a high standard of accuracy and timeliness with the review, data entry, maintenance and closure of files.

**Activity C Municipal Planning Commission (MPC) and Subdivision and Development Appeal Board (SDAB) and other committees of Council**

- MPC
  - Lead preparation of all MPC agenda packages for consistent, professional and on time circulation to the Commission members, applicants, and the public.
  - Regularly Attend Municipal Planning Commission meetings.
  - Serve as the main liaison to the Commission, with support from the Development Officer I
  - Arrange for annual or bi-annual orientation training of Commission Members to support them in fulfilling their duties
  - Prepare and present reports outlining applications with advice and recommendations for MPC for decision: delegate reports based on workloads and complexities to the Development Officer I while providing mentoring and coaching as required.

- Ensure that all applications are processed in accordance with the requirements of the *Municipal Government Act*, City of Lacombe statutory plans, and the Land Use Bylaw, including notifications and advertisements.
- SDAB
  - Prepare all materials for any appeals, attend and present at the SDAB hearings as required.
  - Report back to MPC the outcome of the SDAB hearings including outlining key findings of the appeal.
  - Council committees
  - Support Council committees as a staff liaison and undertake administrative duties on behalf of the committee including the HRC

**Activity D Health and Safety**

- Responsible for protecting their own and other’s health and safety at or in the vicinity of the work site
- Responsible for following health and safety rules for the role
- Required to use all hazard controls and wearing personal protective equipment designated by the City or required by Alberta OHS legislation
- Responsible for refraining from causing or participating in harassment and violence
- Ensuring reporting of safety concerns and conditions to the Supervisor
- Completing to a satisfactory level all health and safety training provided by the City
- Cooperating with any person exercising a duty under the OHS legislation
- Ensuring Contractors have appropriate safety plans in place or are trained and in compliance with the City’s safety program

**Activity E Other**

- Apply Council plans and policies that impact development, identifying opportunities to implement through development applications.
- Liaise with building inspectors and City property assessor.
- Provide pertinent, timely information and recommendations for Department initiatives.
- Assist the Department with public consultation for reports and plans.
- Liaise with Information Services in providing website updates to support the Department’s communication efforts.
- Participate as required in the City’s Emergency Management program.
- Participate as required in the City’s Asset Management Program.
- Participate in City Committees appropriate to the role.
- Other related duties as required.

**MINIMUM RECRUITMENT STANDARDS**

- Bachelor’s degree in a related field
- A minimum of 5 years related municipal experience

- An equivalent combination of education and experience may be considered on a one-for-one basis except where statutory or unique requirements of the position dictate specific qualifications.
- Experience in mentoring others and supporting them in reaching their career growth goals

**MINIMUM CERTIFICATIONS REQUIRED**

- Applied Land Use Planning Certificate
- Designation of Powers for Alberta Safety Codes (or eligible to obtain)
- Member of or eligible for membership in the Alberta Development Officer's Association
- Conflict resolution training is an asset
- Valid Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES**

- Exceptional knowledge of municipal development permitting processes and relevant legislation.
- Applied knowledge of the Alberta planning system including the *Municipal Government Act*, Land Titles Act, FOIP, Subdivision and Development Regulations and Alberta Land Stewardship Act.
- Working Knowledge of the Alberta Safety Codes Act and Regulations.
- Excellent communication skills, both verbal and written and in a variety of public interactions.
- Excellent customer service skills, demonstrating an ability to build respectful, positive and collaborative relationships with a variety of clientele such as builders and developers, community members, public agencies, and government, committees, in person, in writing and on the phone while navigating competing interests.
- Exceptional time management skills, ability to prioritize and organize heavy workload, ability to work with minimal supervision.
- Proficient computer skills - advanced working knowledge of MS Office including Word, Access and Excel as well as GIS is required; using ArcGIS is an asset.
- Ability to prioritize and assign work and follow-up on its progress and completion.
- Ability to make well-reasoned decisions.
- Ability to represent the City and department in a professional, competent manner.

Approved:

  
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Director of Community Services

Date: January 7, 2025