



Development Officer

Inspections & Licensing

We are a municipal government, eager to meet tomorrow's challenges. Our employees are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our employees brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse employee base ensures an environment where individual, team, and organizational successes are embraced and celebrated. We strive to ensure a supportive and respectful work environment for all. Employees are treated fairly and have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application and look forward to discussing how The City of Red Deer can become your next career choice.

The Opportunity:

The City of Red Deer is currently recruiting for the right person to fill the Permanent Full-time position of Development Officer in our Inspections & Licensing Department.

Under the supervision of the Permits & Inspections Supervisor and mentorship of Senior Development Officer(s), this position is responsible for initiating changes, interpretation and enforcement of statutory plans, policy and legislation, while providing high quality customer service. The position evaluates development proposals, meets with various external and internal stakeholders to achieve The City's strategic objectives and application of the Municipal Government Act, as it relates to development.

Ideally to fill this role, you will have a certificate in Applied Land Use Planning or a diploma in Planning plus a minimum of 3 years related experience. An equivalent combination of education and experience may be considered.

In addition, you will have:

- Extensive knowledge of the functions of municipal government, the application of bylaws and policies, and of the preparation of correspondence, affidavits and orders under the authority of the Municipal Government Act for enforcement purposes.
- Ability to express ideas effectively, orally, and in writing, and excellent organizational, report writing and presentation skills.
- Excellent interpersonal skills and ability to work with external stakeholders and internal stakeholders, and maintain effective working relationships in a multi-disciplinary team environment.
- Strong negotiating skills to resolve conflicts and to achieve the city's strategic objectives
- Ability to read architectural and site plans, and perform various mathematical calculations to determine compliance and/or various relaxations of code and bylaw requirements.
- Ability to work in a high paced environment, with constant interruptions, adjustments to work schedules, and with a high consequence of error.
- Working knowledge of Microsoft Office.
- Ability to obtain membership in the Alberta Development Officer's Association.
- Valid class 5 driver's license and the use of a personal vehicle for business use.

What we offer:

- In addition to the competitive hourly rate of \$43.93 to \$46.24 per hour (note - rates currently under review) and an excellent **benefit package, pension plan, spending accounts** and **professional development opportunities** to support your career growth, we offer a great work environment with a dynamic and dedicated team of likeminded professionals.
- We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with **work-life balance, career growth** and **job stability** and the opportunity to work with an awesome group of people in an ever-growing work environment.

If you think this is the job for you, come build your career with The City of Red Deer!



We welcome applications until October 3, 2025.
For a detailed job description and to apply, please visit
www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.