



Senior Development Officer

Competition number: RR 2025078

Department: Planning and Development

Close Date: September 18, 2025 at 11:59 P.M.

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

POSITION OVERVIEW:

The Senior Development Officer is an intermediate level position that is responsible for the processing and decision-making for all types of development permit applications and development compliance to meet the City’s legislative, policy and statutory framework, and ensure a positive, solution-based customer experience. This position reports to the Supervisor of Development.

This is a full-time, permanent position. The salary range is: \$86,486.40 - \$102,793.60.

SPECIFIC RESPONSIBILITIES:

1. Development Review

- Process and review applications for and issue decisions on more complex residential, commercial and industrial, multi-residential and institutional Development Permit applications.
- Review and issue decisions on basic residential and commercial and industrial Development Permit applications when volume is high to ensure timelines are met.
- Prioritize applications for residential new builds.
- Coordinate with other departments and affected federal, provincial or other agencies during application review.
- Conduct site visits as required to inform application processing.
- Review and prepare legal documents in support of amending agreements, license to occupy, etc.
- Prepare reports on Development Permit decision appeals for presentation to the Subdivision Development Appeal Board in accordance with the procedures in the MGA.
- Administer the Traffic Bylaw in relation to signs and other appurtenances in the City’s road right-of-way.
- Process Direct Control development permits where City Council is the Development Authority and prepare and present recommendations to Council.

- Work with internal customers to coordinate and process development applications related to City-led projects that do not require bylaw amendments or subdivision.

2. Development Compliance

- Track, monitor and follow up on development conditions from issued permits to ensure compliance.
- Investigate complaints related to development compliance and work with property owners and businesses to achieve compliance using an educate-warn-consequence approach as outlined in City policy and procedures.
- Coordinate compliance efforts with other departments and customers such as Enforcement Services, RCMP, Alberta Health Services or Legal Services.
- Prepare stop orders, as required, working with Legal Services.
- Process more complex compliance letter or file search applications, including review of Real Property Reports and City property files to ensure compliance with approved development and building permits.

3. CityView Expert

- Act as CityView Expert for the Development team, working with other CityView Experts and CityView Lead Expert to ensure smooth operations of CityView and related processes across the Department, resolve issues and prioritize technical requests related to CityView for Information Services.
- Using the User Test Environment (UAT) for CityView portal and workspace, and consulting other CityView Experts, assess work unit issues and develop solutions.
- Test in UAT and sign off on any upgrades for CityView portal and workspace.
- Document, manage and update work unit processes and procedures, and ensure they align and integrate with other Departmental processes and procedures.

4. Communication, Customer Experience and Engagement

- Communicate and collaborate with team members, City departments, Provincial departments and key partners.
- Provide professional advice, information and feedback related to development and compliance to:
 - Ensure understanding by applicants, internal staff or other parties of Land Use Bylaw, Municipal Government Act, as well as pertinent Provincial and City regulations and procedures.
 - Inform internal matters related to other City Departments
 - Provide feedback and guidance on applications, proposals and inquiries from internal and external clients/customers.
 - Respond to telephone, email and in-person inquiries and complaints from the public related to development, compliance and associated processes and applications
- Provide a positive customer experience in all interactions.
- Attend and observe public meetings or open houses facilitated by applicants.
- Attend occasional and regular evening and weekend meetings.
- Ensure consistent, clear and professional written communication and presentations.
- Facilitate meetings with applicants, staff or other parties to support applications or other related initiatives.

5. Process, procedures and internal support

- Provide input and guidance for city-led initiatives as they relate to development processes and review and issues decisions on stand-alone development permits related to city-led initiatives.
- Prepare, maintain and update processes and procedures related to development and compliance and provide guidance to Development Officers, Planning Technicians and other staff to ensure consistent application and interpretation.

6. Other

- Understand and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
- Contribute to a positive safety culture by always acting in a safe manner and complying with City safety policies and procedures for staff and contractors.
- Act as a steward of the City's Corporate Culture by following the "Values, We Live By".
- All employees shall act in a safe manner at all times and will report any unsafe conditions, procedures or acts for the benefit of the City. Continual adherence to the City Safety Policy is mandatory.
- Employee are expected to stay current on WHMIS and other safety-related procedures.
- Perform other job-related duties.

REQUIRED QUALIFICATIONS:

- Two (2) year Diploma in Planning and Urban Development or equivalent.
- Minimum three (3) years of related experience, preferably in an Alberta municipal setting.
- A combination of education and experience may be considered.
- Solid knowledge of the principles and practices of development and the planning process.
- Solid knowledge of Municipal Government Act and Subdivision Development Regulations.
- Knowledge of effective writing and presentation techniques.
- Excellent understanding of land titles and instruments.
- Good customer service and interpersonal skills for facilitating relationships with all clients/customers.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review development permits to determine compliance with municipal bylaws and provincial regulations and understand and explain the potential legal implications of development permit related decisions and conditions.
- Ability to interpret legislation, statutory plans, legal descriptions, Land Use Bylaw, titles and related instruments, and various site plans.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to perform analysis and problem solving.
- Ability to be discrete and confidential when dealing with sensitive information, concerns and Council matters.
- Solid knowledge of Microsoft Office suite and GIS.

ASSET QUALIFICATIONS:

- Post secondary one (1) year Certificate in Alberta Land Use Planning.
- Eligibility for membership in Alberta Development Officers Association and/or Alberta Professional Planners Institute.

COMPETENCIES:

Thinking & Acting Strategically - Forward-thinking. Sees the big picture and imagines the future. Links long-range visions, strategies, and concepts to daily work. Aligns personal actions and initiatives with customer needs, and with organizational priorities and direction. To think and act strategically requires an understanding of our organizational direction, as well as the internal and external factors that influence decision-making.

Building Influential Working Relationships - Strengthening and developing working relationships and strategic alliances that are founded on ethics, trust, and guided by our corporate values of respect, leadership, accountability, communication, and integrity.

Optimizing Performance & Results - Reaches for excellence for oneself, one's team, and the organization. Determined and focused on achieving outcomes that align with organizational goals. Creates goals and priorities that maximize resources while using an enterprising, resourceful approach to deliver outcomes and achieve customer expectations. Maintains accountability for results.

Growing Talent & Workforce Capacity - Honouring the individual differences that make each person unique. Being curious and committed to listening, reflecting, and learning. Developing individual and workforce capabilities to enhance the organization's capacity to accomplish strategic goals, enhance program and service delivery, and provide an exceptional customer/client experience. Contributes to a learning and teaching culture.

Fostering Innovation & Steering Change – Creates an environment for transformation. Advances the City through improvement based on innovation and guides the associated change. Uses the skills, attitudes and behaviours needed to produce new or improved programs and services to meet current and future needs of our customers, our organization, and our community.

CONDITIONS OF EMPLOYMENT:

- Class 5 Driver's License.
- Must obtain a satisfactory review of a three-year Driver's Abstract, with a maximum of six demerits.
- Criminal Record Check Clearance.

WORKING ENVIRONMENT:

- Monday to Friday.
- Hours of Work: 8:30am to 4:30pm.
- Hybrid Work Options.
- Overtime may be required.
- Travel may be required.
- Working in an office environment.

WHAT WE OFFER:

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

NEXT STEPS:

- Please visit www.sprucegrove.org/careers for more information and to apply.
- Only those candidates selected for further consideration will be contacted.
- Candidates may be interviewed as applications are received.
- The posting may be used to staff other permanent or temporary vacancies.