

# MD of Fairview, AB

## Director of Legislative Services / Development Officer

Spanning approximately 1387 square kilometres, the Municipal District (MD) of Fairview No. 136 is among the smallest rural municipalities in Alberta. The MD of Fairview No. 136 is bordered by the mighty Peace River on the west and south sides and boasts one of the most picturesque welcomes in the province across the Dunvegan Bridge (colloquially known as the "Golden Gateway to the North").

As of 2021, the MD has a population of approximately 1580 residents. The rural municipality surrounds the Town of Fairview and includes the Hamlets of Bluesky and Whitelaw within its boundaries.

The main economic activities within the Municipality include agriculture, agricultural processing, oil and gas, tourism, and manufacturing. The preservation and strengthening of agriculture continue to be a primary focus, however progressive development, economic growth, and an environmentally responsible approach helps us move towards a financially sustainable future. Please visit our website for additional information ([www.mdfairview.com](http://www.mdfairview.com)).

Reporting to the Chief Administrative Officer, the Director of Legislative Services / Development Officer is responsible for assisting the CAO with all legislative duties including handling sensitive political issues and public concerns, conducting research, arranging meetings and appointments, maintaining office administration, records retention and management, and completing special projects. The Director is the Deputy Director of Emergency Management (DEM) and plays a key role in Emergency Management Services.

The Development Officer assists developers, ratepayers, and the public with development, subdivision, and rezoning applications including appropriate inspections and enforcement.

The successful candidate will possess:

- Post-secondary diploma in an administrative or business field (designation or certificate in governance or related field is desired).
- Completion or willing to complete the Applied Land Use Planning Certificate (ALUP).
- A minimum of two years' working experience (or equivalent combination of education and work experience) using the required skills.
- Class 5 Operator's License with suitable Driver's Abstract.
- Certification, or willingness to obtain certification in: Predator Control Device Permit (Form 7), WHMIS, Standard First Aid / CPR-C, Leadership for Safety Excellence, and FOIP (Introduction to Privacy, Access to Information, and Managing a FOIP Program).

A competitive overall compensation and pension package will be provided to the successful candidate. Specifics will be discussed in a personal interview.

***For further information please visit our website, or contact:***

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