

## **DEVELOPMENT OFFICER (Temporary – 6 Months with possibility of extension) MUNICIPAL DISTRICT OF GREENVIEW**

**DEPARTMENT:** Planning and Development

**LOCATION:** Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager, Planning and Development, the Development Officer is responsible for providing administrative and technical support for a variety of functions and duties related to land development within the municipality for the Planning & Development department.

- Develop and maintain a working knowledge of applicable planning legislation, regulations, and municipal policies, including the Municipal Government Act (MGA), Subdivision and Development Regulation, Municipal Development Plan (MDP), Land Use Bylaw (LUB), Intermunicipal Development Plans (IDPs), Area Structure Plans (ASPs), Development Guidelines, Municipal Servicing Standards Manual, and other relevant statutory plans and studies.
- Participate in the preparation, review, and amendment of planning documents, including Land Use Bylaws, Municipal Development Plans, Intermunicipal Development Plans, and Area Structure Plans.
- Process development permit, subdivision, and land use amendment applications, including circulation to local agencies and provincial departments.
- Review site plans, survey drawings, and supporting documentation to ensure complete and accurate application submissions.
- Liaise with internal departments, external agencies, developers, consultants, and the public regarding planning and development matters.
- Prepare and present Requests for Decision to Council and the Municipal Planning Commission.
- Prepare correspondence, reports, notices, advertisements, and public notification materials related to planning and development applications.
- Attend meetings as a municipal representative, as required.
- Conduct site inspections and prepare inspection reports related to development permit, subdivision, and land use amendment applications.



- Perform field investigations of non-compliant development/planning related activity and facilitate the resolution of issues to comply with the Land Use Bylaw and other regulations.
- Ensure follow-up is completed to ensure Development Permit conditions are met and liaise with Safety Codes Officers to gather appropriate documentation.
- Follow the necessary Enforcement Steps for all Development Permits and Planning & Development to comply with Land Use Bylaw including site inspections, violation review and follow up communications.
- Maintain accurate records, documentation, and correspondence within applicable planning programs and systems.
- Conduct research and prepare reports and recommendations related to planning and development inquiries for review by the Manager, Planning & Development.
- Prepare website content, public notices, and newsletter articles related to planning and development activities.
- Provide guidance and information to applicants and the public regarding planning applications, approval processes, and applicable legislation.
- Liaise with government agencies and departments on development-related matters.
- Perform other duties as assigned by the Manager, Planning and Development.

### **QUALIFICATIONS / EDUCATION / EXPERIENCE:**

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Must be legally entitled to work in Canada.
- Post-secondary education in Land Use Planning or related disciplines including completion of GIS Training or Applied Land Use Planning Certificate (ALUP). A combination of education and experience may be considered.
- Minimum of 3-5 years' experience in municipal government with emphasis on planning and development processes is preferred.
- Working knowledge of relevant, provincial, and municipal legislation, policies, and programs with ability to integrate and utilize knowledge in planning and development projects.
- Strong experience and understanding of community planning practices, principles and procedures, land use planning legislation, land use planning preparation, public participation processes and the ability to integrate and utilize knowledge in rural and urban planning settings.
- Proficient with Microsoft programs.
- Possession of a valid Class 5 driver's license.

### **SKILLS REQUIRED:**

- Ability to read maps and navigate within a rural municipality.
- Strong communication, organizational, problem-solving, and interpersonal skills with the ability to work effectively with the public, staff, Council, developers, and external agencies.



- Ability to maintain confidentiality and exercise professionalism and discretion.
- Excellent conception and analytical skills, with strong facilitation and influencing skills.
- Ability to work independently with minimal supervision, as well as collaboratively within a team environment.

### **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature, and noise control.
- Minimal physical effort; occasional light lifting.
- Subject to working in an outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees, and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

### **HEALTH & SAFETY:**

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

### **HOW TO APPLY:**

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

**E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (please quote the position in the subject line)

**Mail or Drop Off:** Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H3N0

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

