

Position Title: Assistant Development and Planning Officer  
Reports To: Director of Development and Community Services  
Department: Planning and Development

### **POSITION SUMMARY**

The Assistant Development Officer is the primary contact and information source to the general public, private and public agencies, and staff, on development and zoning matters. This includes development, building permits, utility permits, and planning inquiries. This person assists in the implementation of the Municipal District of Pincher Creek No. 9's (MD's) Land Use Bylaw and other statutory plans, and supplementary planning documents and policies.

An Assistant Development Officer must demonstrate high ethical standards, and possess excellent organizational, communication, and interpersonal skills.

### **RESPONSIBILITIES**

- Type correspondence, agendas, minutes, reports, and other related materials as required.
- Responsible for accepting, processing, and issuing development permits.
- Advertise development permits, preparation, and distribution of notices to adjacent landowners as per all legislative requirements.
- Accept, process, and issue decisions related to development permit applications within timeframes consistent with the regulations of the Municipal Government Act, Land Use Bylaw, and Service Standards.
- Prepare and forward all corresponding building information to the MD's Safety Codes Officer (stamp plans, attach required building permit information for processing the building permit).
- Maintain various databases such as compliance tracking, development, and building permits database.
- Prepare written reports as required.
- Take the lead on the management of development and building statistics.
- Capture and analyze spatial and geographic data utilizing GIS software.
- Process requests for compliance certificates to ensure compliance with approved development and building permits, and prepares encroachment agreements as required.
- Participate in promoting and improving practices that encourage a safe and healthy work environment.
- Liaise with a wide audience including Federal, Provincial, and Municipal Government departments, businesses, organizations, developers, citizens, and staff.
- Effective in prioritizing work to produce measurable results.
- The ability to interpret, develop, implement, and adhere to organizational policies and procedures.
- Perform tasks and special project assignments from time to time.

- Adhere to applicable responsibilities and accountabilities as outlined in the M.D. of Pincher Creek No. 9 Health and Safety Policy and Procedures Manual.

### **PREFERRED QUALIFICATIONS**

- Completion of a Land Use Planning Certification Program.
- An active member of the Alberta Development Officer's Association.
- Certification or coursework in Geographic Information Systems (GIS) computer technology.
- Working knowledge of development and safety codes practices in Alberta.
- Proficiency with Microsoft Office suite of software.