



---

## CAREER OPPORTUNITY

---

### **DEVELOPMENT OFFICER**

To support Red Deer County's commitment to high quality service delivery, we have a permanent, full-time opportunity available for the position of "**Development Officer**", in Planning & Development Services.

Reporting to the Current Planning Manager, this position will perform a wide variety of planning and development functions. Duties and responsibilities include dealing with inquiries from ratepayers, businesses, developers, staff, realtors, government agencies and others on a variety of zoning and development matters. This is accomplished by working within the parameters of the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, Area Structure Plans, and other County policies.

**Duties include, but are not limited to:**

- Receive, review, and analyze assigned permitted use development permit applications, real property reports, Stop Orders, as well as issuing related correspondence.
- Receive, review, analyze and, in collaboration with a planner, develop a recommendation upon assigned discretionary use development permit applications as well as any area structure plans or amendments thereto, in relation to assigned re-designation and subdivision applications.
- Assist planners with the preparation of rural residential agreements and subdivision servicing agreements and the associated caveats required for their registration on title.
- If required, attend Council, Council committees, Municipal Planning Commission, Subdivision & Development Appeal Board on development meetings.
- Perform tasks required relative to the enforcement of Land Use Bylaw and follow-up on compliance with development permit conditions.
- Conduct site inspections for assigned applications and provide assistance to applicants on development and subdivision applications.
- Undertake other duties and responsibilities as may be required.

**Qualifications:**

- A Diploma or Degree related to Planning & Development, Urban Design, Architecture, Landscape Architecture, Geography or related diploma or degree and/or a Certificate in Land Use Planning with two years directly-related experience; or 3 – 5 years directly related work experience, or a combination of academic and work experience as may be deemed suitable by the County.
- Ability to successfully communicate (verbally, graphically and in writing).
- Ability to manage multiple assignments and work independently to their satisfactory completion.
- Ability to be an active, positive contributor on team orientated assignments.
- Database and spreadsheet computer skills.
- Excellent customer service skills.
- A valid driver's license and acceptable drivers abstract are required.

**Salary Scale:** \$57,363.00 - \$74,845.00 (Level 4 - Current Salary Classification System)

Plus inclusion in Red Deer County's Medical/Dental, Health Spending, Learning & Wellness, and Pension Benefits Program. Red Deer County is a smoke free work environment.

Please provide a Resume and covering letter to be received by **4:00 P.M., FRIDAY, MARCH 2<sup>nd</sup> 2012**

Attn: Human Resources  
Red Deer County  
38106, Rge Rd. 275  
Red Deer County, Alberta T4S 2L9  
Fax: (403) 350-2164  
E-mail: [jdennis@rdcounty.ca](mailto:jdennis@rdcounty.ca)  
[www.rdcounty.ca](http://www.rdcounty.ca)