

Position ID: J0814-0381
Job Title: DEVELOPMENT OFFICER
Job Type: Full Time
Department: Planning
Number of Positions: 1
Closing Date: September 12, 2014
Min Salary: \$56,140.00/Year
Max Salary: \$70,175.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

The Planning and Development Department evaluates development proposals, manages growth, and proactively explores new planning and design initiatives and processes that move Airdrie towards a more healthy and sustainable future.

Primary Accountabilities Include:

Work closely with the Planning team as a Development Officer on a wide variety of municipal planning tasks including: administering the enforcement function, development inspections and tracking and administering development and subdivision securities
Act as the principal liaison between Planning and Municipal Enforcement staff in regards to development, subdivision and the Land Use Bylaw
Respond to requests for development inspections (e.g. development permits, subdivision approvals, Servicing Agreements)
Prepare related reports and recommendations for advisory boards, Subdivision and Development Appeal Board, Municipal Planning Commission, Corporate Planning Team and Council
Respond to inquiries concerning enforcement and inspection issues from the public, applicants, developers and other government agencies
Prepare and track Development and Subdivision Servicing Agreements
Assist the subdivision function by tracking Subdivision Servicing Agreements and performing inspections as required

Education/Experience Requirements:

Post-secondary degree in Urban & Regional Planning preferred; or a related university or college diploma with at least three years of related experience
Well versed in Land Use Bylaws and other municipal bylaws, policies and standards related to land use and development, together with associated enforcement procedures
Minimum three years of experience in a planning consulting, development or municipal environment, specifically related to enforcement and development inspections
Membership or eligibility for membership with the Alberta Development Officers Association and/or the Canadian Institute of Planners

Skills and Attributes:

Great organizational skills with an aptitude for keeping track of complicated and dynamic procedures and processes
Some development enforcement experience would be preferred
Working knowledge of Part 17 of the Municipal Government Act and Municipal Land Use Planning documents

is required

Knowledge of local government bylaws and provincial planning legislation, specifically Land Use Bylaw enforcement

The successful candidate will have exceptional customer service and communication skills; ability to deal effectively with land use related complaints and resolution; the ability to perform duties effectively with a minimum amount of supervision in a team environment

Ability to exercise independent judgment and action within established guidelines

Proficiency with the MS Office Suite of programs

Additional Information:

This is a permanent full-time (37.5 hours/week) position. A comprehensive benefit and pension package is included.

Candidates are required to provide a cover letter which addresses the qualifications listed above, along with their resume.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.