



EMPLOYMENT OPPORTUNITY – DEVELOPMENT SERVICES TEAM LEAD

Chestermere has created a dynamic local development market and is one of the fastest growing communities in the Country. Do you have a passion for seeing planning and development in action? Do you thrive in a team environment? Are you interested in playing a critical role in the planning and development process? If so, we want to meet you!

The City is currently seeking a fulltime (37.5 hours per week), **Development Services Team Lead** to join our Planning & Growth team. This position provides day-to-day workflow coordination and administrative oversight to the Development Service division.

Why is the City of Chestermere *Amazing*? Within the City's amazing internal culture, employees are provided with flexibility in their schedule, the ability to work from home and an option to partake in the Earned Day Off (EDO) program. You will have access to the City's Social Club, weekly workouts, and opportunities to network with staff across the entire organization. This list is not exhaustive.

The Development Services Team Lead role includes, but is not limited to:

- Providing administrative and workflow coordination to the work of Planning and Development Technicians and Assistants, providing feedback and direction; overseeing the front desk administration;
- Assisting contractors, developers, homeowners and other relevant stakeholders through all stages of development processes;
- Preparing reports regarding subdivision, building and/or development permit applicants for presentation to Council, Development/Subdivision Appeal Board, and Senior Leadership;
- Assesses current and future needs of the Development Services team, gathering input and feedback, utilizing evaluation tools, analyzing and reporting statistical and evaluative data.
- Participates in the budgeting process as required; communicates any budgeting conflicts to Sr. Manager.

For more information about this role, check out the attached detailed [job-description](#)

Consideration will be given to candidates who possess:

- Strong analytical and creative thinking skills;
- Strong customer service and communication skills, both written and verbal;
- Strong work ethic and highly motivated; ability to work in a fast-paced environment and respond to action requests in a timely matter;
- Municipal experience;
- Planning degree or related discipline;
- Minimum of 7 years in the planning and developing industry;
- Minimum of 3 years of demonstrated leadership experience;
- A remote workspace.

Interested candidates are encouraged to submit their cover letter and resume referencing Job Competition 2021 Development Services Team Lead by 4:00 pm, Friday July 16, 2021:

Attention: J Gibeau **Email:** jobs@chestermere.ca