



CAREER OPPORTUNITY

DEVELOPMENT OFFICER

MUNICIPAL DISTRICT OF BIGHORN NO. 8

The M.D. of Bighorn is seeking a qualified individual for a full-time position as a Development Officer with the MD of Bighorn. This position has become available due to the planned retirement of the incumbent.

Reporting to the Director of Planning Services, the Development Officer is responsible for processing development permit applications; guiding applicants through the MD's process from application review/permit issuance to compliance; bylaw enforcement; statutory plans and land use bylaw amendments and subdivision applications/processes. The Development Officer will be expected to prepare reports and make presentations to Council, the Municipal Planning Commission and the Subdivision/Development Appeal Board, as required.

In order to join our team, in this position, we're looking for someone who has a 3 to 5 year background in a related planning & development field. A university degree in planning and geography and membership with the Canadian Institute of Planners would be an asset. The candidate must have sound knowledge of the (Alberta) Municipal Government Act. The ideal candidate should also be able to demonstrate strong public relations skills, including effective oral/written communication skills, strong planning practices/policies, and have good computer skills.

This position will appeal to candidates looking for a compensation package that includes a good salary, full benefits and pension, and annual vacation allotment.

If you are interested in receiving more information about this position, please visit:
<https://www.mdbighorn.ca/Jobs.aspx> or contact Robert Ellis, Chief Administrative Officer, at robert.ellis@mdbighorn.ca or call (403) 673-3611 to find out more.

Applications, with resumes listing relevant experience/skills/qualifications, salary expectations, and references, can be submitted to:

Robert Ellis, C.A.O.
Municipal District of Bighorn No. 8
Box 310 / 2 Heart Mountain Drive
Exshaw, Alta., T0L 2C0

or e-mail to bighorn@mdbighorn.ca.

by 4:30pm on April 25, 2022. Please mark "Development Officer Recruitment" in the subject line.

Thank you for your interest. Only those applicants that meet our short-list requirements will be contacted.