

Development Officer

Requisition Number: 119

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Number of Positions: 1

Minimum Hiring Rate: \$76,596

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Rocky View County's Planning department is proud to offer staff meaningful work on exciting projects that will shape the future development of communities in the County. We are centred around delivering excellent customer service in a fast-paced environment, and building genuine relationships with our 15 neighbouring jurisdictions in the region. Our Planning team enjoys a collaborative and positive environment, with support to focus on work that matches individual interests and strengths. At just under a million acres and with a diverse range of communities and developments, the County is an amazing place to develop your Planning career.

Position Summary

This position requires the individual to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of experience in the development phase of Planning. In consultation with the Supervisor, this position is responsible for initiating changes, interpretation, and enforcement of the Land Use Bylaw.

This position will take a lead role in the implementation of policy relating to the Development of properties. The Development Officer will be expected to handle a wide range of duties related to all manner and size of projects, applications, and policies. The Development Officer will work independently or in teams as the situation dictates. Presentations to Council, Boards and Committees are an integral component of the scope of duties. The Development Officer will act as a resource person and mentor for Planners and Development Assistants.

Core Accountabilities

- Through a sound knowledge of the Land Use Bylaw, accurately provides development and building requirements and other related planning information and guidance on general counter or telephone inquiries as required.



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- Ensures development permit applications are complete including an assessment of information submitted. Assigns Development Permit applications, so that appropriate development personnel and processes are notified and applied.
- Determines if Development Permit applications are deemed for refusal and prepares the refusal forms based on Land Use Bylaw non-compliance, for signature by the Manager Planning.
- Ensures all Development Appeal Board reports are prepared, presents reports at Development Appeal Board Hearings and assures the reports are submitted to administration within the deadlines set for upcoming meetings.
- Monitors process deadlines for new applications including ensuring that: a log of all new Development Permits applications is current; reports are prepared; reviews all reports for accuracy to the Land Use Bylaw and completeness; reviews files with the Manager to determine if the applications are ready for approval and advertisement in the newspaper.
- Identifies and initiates actions regarding conditionally approved Development Permits with expiry dates and works with the applicant to achieve these conditions and successfully issue the Development Permit.
- Ensures that all Development Permit applications approved through the Development Appeal process are prepared and issued. Ensures that all Board Orders prepared from Development Appeal Hearings accurately reflects the Development application and ensures they are mailed within the fifteen (15) day time limit.
- Ensures that an accurate log of all Letters of Credit that are required as a condition of development approval and creates the necessary forms to notify Business Services of new, revised or released Letters of Credit. Balances the Letters of Credit log with the Finance Report at year end.
- Endorses Stamps of Compliance on Real Property Reports and offers advice to Planning employees when required, to bring properties into compliance when Real Property Reports are reviewed.
- Initiates and balances month end reports for the Planning and Development Services Section and submits statistics to Stats Canada, the Manager and the Executive Director on a monthly basis.
- Meets with Developers to discuss their proposals and offers advice and guidance in the Development Permit process.
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Perform other duties and special projects as assigned.

Position Requirements

Completion of Bachelor's degree in a related field along with a minimum five (5) years of progressively responsible and diversified experience in planning or development field.

- Must possess positive public relations and effective oral and written communication skills.



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- Must possess a strong ability for attention to detail, accuracy, timing and scheduling of work for this position, with the ability to meet demanding deadlines.
- Is able to interpret the Land Use Bylaw and building construction plans, drawings, site plans, sketches and related documents.
- Must be individually motivated with the ability to act independently within a close team environment, exercising independent judgment within tight time lines.
- Must have a strong ability to act independently within an interdependent team environment, dealing positively with the public and co-workers with tight time lines.
- APPI Regulated members required or preferred.
- Proficiency in MS Office Suite.
- Must possess a valid class 5 Alberta driver’s license and have access to reliable transportation.

Technical		
	City View	Critical Thinking
	Communication Technologies	Public Speaking

Formal Education Membership		
	Bachelor’s Degree (Planning or related)	Alberta Development Officers Assn

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: *December 10, 2023* or until a suitable candidate is found.