

## Senior Development Officer

Requisition Number: #107

**Job Type:** Permanent Full-Time

**Location:** Rocky View County, Alberta

**Number of Positions:** 1

**Base Salary:** \$92,519

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.

### Position Summary

This is a senior position in the Planning department that requires the individual to demonstrate and draw on expertise acquired from extensive, varied and progressively more responsible levels of experience in the Development Permit phase of Planning. The Senior Development Officer ensures that applicable processes are accurately followed within the Development team. In consultation with the Supervisor, this position is responsible for amending, interpreting and implementing the Land Use Bylaw.

The Senior Development Officer is responsible for handling a diverse range of the most complex Development Permit files and will be expected to develop an expertise in specific development types, in consultation with the Supervisor.

The Senior Development Officer will work independently or in teams as the situation dictates. Presentations to Council, relevant boards and committees are an integral component of the scope of duties. The Senior Development Officer will act as a resource and mentor for Planners, Development Officers, Development Assistants, and other department employees as well as a key support role to the Supervisor.

The Senior Development Officer will be required to nurture and maintain working relationships dealing with applicants while advancing the interests of Rocky View County.

### Core Accountabilities

#### Professional Expertise

- Through a sound knowledge of the Land Use Bylaw, accurately provides development and building requirements and other related planning information and guidance on a diverse range of the most complex Development Permit files.



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- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation, new trends and literature.

### Leadership

- Manage assigned projects including the overseeing of planning work, technical and clerical support personnel involved in a project. However, supervision of employees is the responsibility of the Manager and Supervisor.
- Manages and/or participates in complicated consultation and negotiation processes, consultant contracts, including the participation within multi-disciplinary teams/projects.
- Possess strong problem solving and consensus building skills.
- Taking lead or assisting role as assigned, in formulating, reviewing, maintaining, updating and implementing the Land Use Bylaw.
- Act as a resource and mentor for Planners, Development Officers, Development Assistants, and other department employees as well as a key support role to the Supervisor

### Communication

- Effectively represent the County in public and landowner/applicant meetings.
- Meet with Developers to discuss their proposals and offers advice and guidance in the Development Permit process.
- Provide/promote Municipal Planning Goals/Objectives to landowners and applicants.
- Tend to all customer concerns and questions with respect and professionalism.

### Application Processing

- Participate in pre-application meetings with developers/applicants to discuss proposed applications, as required.
- Act as the file manager for major development permit applications and meet with applicants when necessary.
- Process major applications, including circulations to internal departments, and external agencies.
- Review conditions of approval that address specific development permit applications.
- Meet processing deadlines in accordance with legislation and/or County standards.
- Present to relevant board and committees, as required.
- Ensure Development Permit applications are complete including an assessment of information submitted.
- Identify and initiate actions regarding conditionally approved Development Permits with expiry dates and works with the applicant to achieve these conditions and successfully issue the Development Permit.
- Ensure that all Development Permit applications approved through the Development Appeal process are prepared and issued.
- Ensure 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 the Business Services section of new, revised



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or released Letters of Credit. Balances the Letters of Credit log with the Finance Report at year end.

- Endorse 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.

### Administrative

- This position requires excellent organizational and time management skills.
- Collaborate with internal agencies, external agencies, and citizens.
- Supply internal assistance/discussions with other departments regarding Land Use Bylaw issues.
- Provide support to the section and department as required.
- 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 a Bachelor's Degree in a related field along with a minimum five (5) years of progressively responsible and diversified experience in a Municipal environment.

- A demonstrated history and successful track record of processing a diverse range of complex Development Permit applications in a fast paced municipal environment
- Familiarity of Municipal Government Act sections and requirements relevant to the position.
- Ability to demonstrate excellent organizational, prioritizing, time management skills and problem-solving skills.
- Demonstration of excellent interpersonal communication and judgment skills.
- Demonstration of superior organizational and time management skills.
- Demonstration of facilitation, negotiation and mediation skills.
- Demonstration of excellent presentation and written skills.
- Demonstrate knowledge and experience of basic computer functions as well as basic keyboarding skills.
- Able to interpret Land Use Bylaw regulation, building construction plans, drawings, site plans, sketches and related documents.
- Awareness and sensitivity towards the current economic and political environment and its impact on the planning environment.
- A strong ability to act independently within an interdependent team environment, dealing positively with the public and co-workers with tight time lines.



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- Membership and activity demonstrating professional development initiative with the Alberta Development Officers Association or comparable associations is preferred.
- Completion of the Applied Land Use Planning certificate is considered an asset.
- Alternate education criteria may be considered in combination with greater periods of relevant professional experience.
- A successful track record related to facilitating, mediating and or negotiating in complex or otherwise difficult situations.
- A demonstrated history of successful presentations to small and large groups in both casual and formal settings.
- Diversified and complex work. Work is sometimes focused upon multiple instructions, objectives and policies in an often changing environment.
- Requires decision making derived from broad objectives, instructions and policies. Problems addressed and subsequent decision making are made utilizing factual data and applying fundamental principles.
- Customer service contact involves negotiation and accommodation to gain acceptance of activities and/or ideas. Requires tact, the ability to collaborate, the ability to easily explain complex information and judgement in order to obtain cooperation and approval of action.
- Ability to mentor and train other department employees.
- Punctuality in attending meetings and the workplace each day.
- Conduct oneself in a manner which portrays the County in a positive light.
- Consistently deliver high quality work and professional advice.
- Proficient in MS Office Suite
- Ability to become comfortable and proficient with a variety of information tools including GIS, application software, and various databases.

Technical		
	City View	General Office Technology
	Coaching   Mentoring	GIS – Geographic Information System
	Communication Technologies	Public Speaking
	Critical Thinking	

Formal Education	
	Bachelors Degree <i>(in Planning or related field)</i>

*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](http://www.rockyview.ca/careers)

**Closing Date:** *October 29, 2023* or until a suitable candidate is found.