



**EMPLOYMENT OPPORTUNITY**  
**Development Officer**  
**Temporary Full-Time Maternity Leave Position**  
**(Possibility of becoming Permanent)**  
**Job #21-028**

If you enjoy a fast-paced, progressive work environment and have a passion for serving the local community - then this may be the opportunity for you! We believe that our values of diversity, collaboration, innovation and mutual respect bring out the best in our team, and are currently accepting resumes for a, temporary full-time Development Officer, within the Planning and Development Department. This will be a temporary term to cover a maternity leave, with the potential to become permanent.

Duties will include:

- Establish and maintain positive and constructive relations with the public and all other contacts encountered on the job
- Sound working knowledge of the Land Use Bylaw, Municipal Government Act (MGA), as well as other bylaws, regulations, and policies as applicable
- Review and approve development and building permits to ensure conformity with the Land Use Bylaw and the Town's Quality Management Plan
- Review files upon construction completion to ensure conformance with bylaws
- Undertake enforcement action of the Land Use Bylaw as required
- Prepare and present written reports and recommendations as required for discretionary use and variance applications, bylaw amendments, Municipal Planning Commission meetings, and Subdivision and Development Appeal Board hearings
- Assist the Director and Manager in evaluation of development proposals
- Provide land use information and development information to the public and contractors
- Issue file review letters
- Research for various projects, compile information, conduct surveys, review best practices and provide recommendations as needed
- Remain abreast of and maintain current and upcoming legislative requirements in relation to Planning
- Assume other responsibilities and duties as assigned by the Director or Manager

As a member of the Planning and Development Department, you will be working as a team to provide timely and accurate information to the public regarding permits and development information. You are an ideal candidate for this position if you are a dynamic, self-motivated individual, capable of working in a fast paced environment.

The following qualifications are required for this position:

- Grade 12 Diploma or equivalent. Preference will be given to the applicant with a diploma in Urban Planning or equivalent
- Conversant with planning issues, process, and administration
- Preference will be given to candidates with a minimum of three years planning and development related experience in a municipal government setting
- Exceptional communications skills and ability to work with the general public
- Good working knowledge of Microsoft programs including Access
- Possession and maintenance of valid driver's license

The Town of Whitecourt is committed to its employees and provides a competitive salary and first rate benefits package. If you feel that you have the qualifications and desire to be a part of the Town Team, please submit your resume prior to **Friday, July 9, 2021 at 4:00 p.m.** to the following address:

TOWN OF WHITECOURT  
Box 509, 5004 - 52 Avenue  
WHITECOURT, AB T7S 1N6  
Fax : 780-778-5179  
E-Mail: [hr@whitecourt.ca](mailto:hr@whitecourt.ca)  
Re: Job #21-028