



## Job Description

### Planning & Development Officer

---

---

**Job Title:** Planning & Development Officer  
**Department:** Planning  
**Reports to:** Manager of Planning Applications

#### Summary:

The primary role of the Development Officer is to conduct comprehensive reviews and render decisions on applications for development permits in a timely manner consistent with the legislation and County Bylaws. The primary role of the Planning Officer is to manage and process applications for Area Structure Plan, Outline plans, land use and subdivision. As part of the Planning and Development Team, this position is responsible for overseeing multiple concurrent applications and providing the necessary information to the various groups involved, including elected officials, Provincial departments, boards and committees, private consultants, business organizations and the public.

#### Duties and Responsibilities:

In addition to this primary function, their primary role above, the Planning & Development Officer is responsible for:

- Provide advice to the public, and other stakeholders on planning and development regulations of the Municipal Government Act, Municipal Development Plan, the Land Use Bylaw, other statutory documents, plans, policies and procedures, ensuring compliance with regulations;
- Draft reports for the purposes of analyzing planning applications as they pertain to the guidance found within Municipal and Provincial policy and legislation;
- Develop and give presentations regarding proposed plans, land use, subdivision and development permit applications and the Development Authority's position to Council at Public Hearings of Council, the Subdivision and Development Appeal Board, the Municipal Government Board, other committees and boards and to the public;
- Research best practices in planning, on related development matters and prepare reports for the Department and for Council;
- Monitor documentation related to development permits;
- Ensure timely and accurate activities with respect to the enforcement of the County's Land Use Bylaw;
- Perform the duties and responsibilities of a Planning Officer, Development Officer, Road Closure Officer, Economic Development Officer and/or Business License Officer as assigned;

- Support the function of the Department, including filing, photocopying, issuing letters of compliance and zoning, assisting landowners with their inquiries and undertake special projects and other tasks as assigned;
- Assist with the development and delivery of communications regarding Department initiatives, policy and procedure;
- Perform inspections of property and buildings as necessary for the formulation of Development Authority decisions and presentations to Council, the SDAB or other Boards; and inspections and analysis of property as required in the formation of staff reports and presentations to Council for Planning Applications;
- Draft and ensure correct execution of various required documents and agreements such as Development Agreements as required for the management of files.
- Represent the County on various committees and Boards;
- Perform other duties as assigned from time to time.

#### **Skills Necessary for the Position:**

The Planning & Development Officer must possess the following skills and abilities:

- Broad understanding of Municipal land use planning legislation with an emphasis on development planning;
- Broad understanding of Provincial and Municipal land use planning legislation as it pertains to the development and subdivision of land;
- Well versed in the Land Use Bylaw and other County Bylaws, policies and standards affected by land use and development;
- High level of interpersonal skills, diplomacy and professionalism including strong oral and written communication competence;
- Sound judgement and decision-making, effective problem-solving abilities, time management and above average organizational skills are required;
- Ability to drive County vehicles to undertake inspections of land. This may require hiking in various weather conditions, navigating unfamiliar terrain and avoiding confrontation with unfriendly dogs/farm animals/wildlife;
- Proficient with Microsoft Office Suite, some adobe applications and familiar with GIS applications such as Arcview.

#### **Qualifications/Education and/or Experience:**

- Post secondary education in the areas of planning or a related field;
- Minimum 3 years experience in a fast paced, deadline oriented work environment where the provision of excellent service to the public was considered top priority;
- Demonstrated exceptional work ethic, can-do attitude, the desire to learn and be part of a team.

#### **Certificates, Licenses and Registrations:**

- Eligibility for membership in the Canadian Institute of Planners, or Alberta Development Officers Association;
- Valid class 5 Driver's Licence.

**Physical Demands:**

- Must be able to reach for and lift fairly heavy land files;
- Must be able to drive to remote locations in various weather conditions;
- Must be able to hike on lands with unfamiliar terrain and obstacles.