



4912 50 Avenue, Box 69
 Kitscoty, AB T0B 2P0
 Ph: 780.846.2244/ 780.853.5492
 Fx: 780.846.2716
www.vermilion-river.com

EMPLOYMENT OPPORTUNITY

We are seeking a highly motivated individual to join our safety-oriented team in the role of:

Position:	DEVELOPMENT OFFICER
Department:	Planning & Development
Closing Date:	February 8, 2019 or until suitable candidate found

In east central Alberta at the Alberta-Saskatchewan border you will find the County of Vermilion River, which is home to 8,267 residents, 7 hamlets, 4 villages and 1 town. The many features, amenities and opportunities in our municipality make it "A sustainable, vibrant and diversified community with opportunities for all". Our municipal operations are based out of Kitscoty, AB – in the heart of a prosperous agricultural region and thriving energy industry built on an innovative entrepreneurial spirit. Our community offers many opportunities to be active and engage in a community-based lifestyle. Located on the Yellowhead Highway, access to larger urban centers including Lloydminster (20 minutes), Edmonton (2 hours) and Saskatoon (2.5 hours) is efficient and convenient.

The Development Officer is to act as Development Officer, under the Municipal Government Act under the authority provided by Bylaw and the Director of Planning & Development for the County of Vermilion River. The position is responsible for coordinating Development Permit applications, determining compliance, preparing agendas, organizing projects and communicating and negotiating with stakeholders. This is a full time (37.5 + hours/week) permanent position with responsibilities that will include:

Planning & Development

- Responsible for evaluating, approving, and follow-up with development proposals and ensuring proper processes are implemented. Field inspections may be required to complete enforcement.
- Review Occupancy Permit applications
- Developing CVR's position and negotiating with developers to achieve CVR's strategic objections
- Application of the Municipal Government Act (MGA) as it relates to development and issues
- Provide expertise, recommendations and problem solving on behalf of the P&D department at meetings regarding pre-development for complex commercial, public and industrial projects, public consultations, public management, and Subdivision and Development Appeal Board (SDAB) meetings
- Ensure compliance with required specifications and all applicable legislation including Land Use Bylaw, Area Structure Plans, Offsite Levies, MGA

Customer Service & Administration

- Educate and work professionally and promptly with developers and builders on the development process

- Prepare Agenda items, Council Reports, Department reporting, advertisements, public notices etc as required
- Compile P&D statistics and data on a regular basis
- Assist with processing land title transfers, road closures and caveats in a timely manner
- Appropriate records management
- Communicate as necessary with all other departments for approvals, reviews and engagement

QUALIFICATIONS

Education

Minimum: Diploma in Planning or a related field from a post-secondary institution. Have an Alberta Applied Land Use Planning certificate, or is working towards it is an asset.

Preferred: Post-secondary diploma or degree in Planning, Urban Studies, Civil Engineering or related discipline.

Experience

Minimum: 3 years related experience in development and planning areas

Preferred: 3 or more years related experience with municipal legislation, development and planning

Skills

- Strong planning, analytical and organizational skills with systematic and logical work style
- Impeccable attention to detail, high level of accuracy
- Excellent working knowledge of Microsoft Office applications including Word, Excel and Outlook, and Project Management software.
- Effective business communication skills including written, verbal, and interpersonal; analytical, problem solving, and decision-making skills.
- Reliable public relations, customer service aptitude, confidentiality, and interpersonal skills to clarify facts, provide information and respond to difficult situations with tact and diplomacy.

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

Applications clearly marked:

“CONFIDENTIAL – Development Officer” can be submitted to:

Attention: Kathy Jeffrey, Human Resources Manager

County of Vermilion River

4912 – 50 Avenue, Box 69

Kitscoty, AB T0B 2P0

Email: hr@county24.com

Fax: 780.846.2716

DEADLINE TO APPLY: FEBRUARY 8, 2019

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.