

DEVELOPMENT OFFICER

THE OPPORTUNITY

We have an exciting opportunity for a Development Officer to join the Town of Olds, Alberta. Reporting to the Manager of Planning & Infrastructure, the Development Officer is responsible for handling and processing all development applications, providing interpretation, explanation, and guidance to the public, developers, landowners, administration, council, and related boards. Providing positive customer service experiences is a key responsibility, as the Development Officer may be the stakeholders' first point of contact. Every interaction is an opportunity to reflect the organization's values: dedication, helpfulness, and knowledge. The goal is for stakeholders to share their exceptional service experiences with others.

IDEAL CANDIDATE

We are looking for a Development Officer who is proficient in guiding applicants through the permit application and approval process, adept at approving and issuing permits in accordance with regulations such as the Land Use Bylaw, committed to fostering excellent customer service experiences, and possesses expertise in Land Use Planning or related educational background.

THE ORGANIZATION

The Town of Olds has a population of just under 10,000 people and is home to Olds College and one of the first community owned fiber to the premise projects in Canada, O-NET. With ten approved Area Structure Plans, three of which are active, and a completed Intermunicipal Development Plan with Mountain View County, there is opportunity for growth. In 2021 the building permit value processed by our Planning and Development team was just under \$9.5 million. To the end of October 2022, Planning and Development has issued 162 development and building permits with a value of over \$16 million as the community continues to grow.

To learn more about the Town of Olds, visit their website at www.olds.ca.

RESPONSIBILITIES

Development & Administration

- Develop and maintain knowledge of the Municipal Government Act, Subdivision and Development Regulations and the Town's statutory plans and Land Use Bylaw.
- Ensure compliance with Part 17 of the Municipal Government Act.
- Administer through permits the Land Use Bylaw.

- Receive, evaluate, and process development permit applications.
- Assist and evaluate applications for amendments to the Land Use Bylaw and statutory plans for single or scale one or two parcel applications.
- Work with Planner.
- Inspect developments for conformity to development permit conditions as well as investigate property complaints.
- Review and approve Land Use Bylaw Compliance Certificate applications.
- Prepare and research information for the Request for Decision Process.
- Ensures follow-up is completed to ensure development permit conditions are met and liaises with Building Safety Codes Officer as well as other provincial agencies and authorities to gather appropriate documentation.
- Prepare Bylaw, Notices and Agendas for Public Hearing relative to development applications.
- Act in an advisory role to Council regarding planning and development issues.
- Provide reporting and recommendation to the Council on planning and development issues.
- Render decisions on development permit applications in accordance with the Land Use By-Law.
- Attend meetings of Council, Public Hearings, and other public events as required.
- Collaborate with Planner and/or external planning consultants on planning and development projects or issues when needed.
- Support Economic Development initiatives such as business licenses, and other business apps.

Recommendations:

- Assists in the development of departmental protocols and procedures.

Customer Services

- Assist and advise the public on the Municipal Government Act, Land Use Bylaw and Municipal Development Plan policies and procedures.
- Provide information to the public concerning departmental services.
- Work with customers and developers on permits and Land Use Bylaw amendments.

Risk Management & Safety

It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations, and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer and to promote proper attitudes towards safety and health in themselves and coworkers.

Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.

- Act in a support role in the case of a local state of emergency within the Emergency Operations Center.

QUALIFICATIONS

- Post-Secondary education in Land Use Planning, Development and related disciplines including completion of Applied Land Use Planning Certificate (ALUP), or equivalent.
- Previous or current membership in Alberta Development Officer Association (ADOA).
- Possession of a valid Class 5 drivers' license.
- Minimum of three years related experience in a municipal planning and development environment.
- Working knowledge of Part 17 of the Municipal Government Act and Municipal Land Use Planning documents.
- Working knowledge of statutory plans: MDP's, LUB's, ASP's.

KEY COMPETENCIES

- Excellent interpersonal and communication skills, both oral and written, to interact with public, staff, Council, and external agencies.
- Ability to work independently with minimal supervision and within a team environment and to adapt to a demanding and dynamic work environment.
- Strong computer skills in Microsoft Office products, including Teams.
- Working knowledge of GIS.
- Ability to enforce Town Land Use Regulations and Development requirement.

FOR MORE INFORMATION, PLEASE CONTACT

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