



SENIOR DEVELOPMENT OFFICER

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **SENIOR DEVELOPMENT OFFICER** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Director of Planning & Development, the Senior Development Officer performs a wide variety of planning and development functions. Duties and responsibilities include supervision and mentorship of the Development Officers. In addition, this position handles inquiries from ratepayers, businesses, developers, staff, realtors, government agencies, and others on a variety of zoning and development matters. This is accomplished by working within the parameters of the Municipal Government Act, Municipal Development Plan, Land Use Bylaw, Area Structure Plans, and other County policies.

Qualifications

- Completion of a post-secondary certificate or degree in Planning or Local Government Administration or related program, plus a minimum of eight (8) years of progressively responsible public administration experience.
- Applied Land Use Planning Certificate or working towards.
- An equivalent combination of experience and education may be considered.
- Excellent public relations and leadership skills, with the ability to effectively communicate with both internal and external stakeholders.
- A concise and positive communicator with an approachable attitude and the ability to problem-solve.
- Ability to successfully communicate (verbally, graphically, and in writing) with various levels of County administration, other government agencies, and the public.
- Ability to manage multiple assignments and work independently.
- Ability to be an active, positive contributor on team-orientated assignments.
- Excellent technical and report writing skills.
- Strong organizational and customer service skills.
- Proficient with MS Office applications (Word, Excel), and desktop publishing.
- Ability to deal with confidential and sensitive information and issues.
- Valid Class 5 drivers' license, with an acceptable drivers' abstract.

- Acceptable Criminal Records Check.
- Knowledge of municipal operations as they relate to utilities, engineering, and construction, policies, and design is an asset.
- Experience in a local government environment is considered an asset.

Additional Information

This is a permanent, full-time position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

****A full position description is available upon request****

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m., Friday, June 28, 2024**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



We thank all applicants for their interest; however, only those invited for an interview will be contacted.