

## **REVIEW ADMINISTRATOR - TERM 2 YEARS**

Position ID: J1024-0250

Department: Growth Application Services

Job Type: Full Time

Number Of Positions: 1

Min Salary: \$62,288.00/Year

Max Salary: \$77,860.00/Year

Closing Date: Nov 1, 2024

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The Review Administrator is responsible for providing customer service relating to the review of building and development permits, compliance certificates, business licensing administration and related processes and procedures within the Growth Application Services team.

Other Responsibilities include:

- Provide second tier support and response to general inquiries as required at the front counter, phone, and general email account
- Review and analyze the land use bylaw to make decisions on development permits for home-based businesses, variances for residential developments, change of use for permitted uses, compliance certificates and plot plan applications for residential developments
- Review and manage information regarding complex building permits, business licensing and change of use applications related to commercial, industrial, and institutional applications
- Analyze and process customer requests for property searches
- Maintain and update information and electronic files related to applications within multiple

information systems e.g. CityView, Website, SharePoint, Excel

- Review and analyze the business license bylaw, and liaise with external government departments as necessary to make decisions on business license applications
- Support the implementation of any new or revised processes, procedures, practices, guidelines and/or bylaw changes for all customers
- Coordinate and set-up public engagement and/or events; including but not limited to builder and development forums
- Provide back-up administrative support and intake assistance to members of Community Growth Growth Application Services, as needed

**You Bring:**

- Post-secondary education in business administration or related field, and/or diploma or certificate in Planning or Applied Land Use Planning
- Prior experience working with building permits, business licensing or planning and development permits within a municipal government setting
- Administrative experience within the Builder and/or Developer industry would be an asset
- Prior experience in a customer facing service environment
- Knowledge of and ability to interpret local government bylaws
- Experience with CityView software is an asset
- Strong computer skills including Microsoft Office
- Sound judgement and decision-making
- Strong analytical and problem solving skills with a high attention to detail
- Excellent time management and prioritization skills
- Exceptional customer service orientation
- Ability to communicate information in a clear and concise manner, with excellent interpersonal skills
- Ability to work in a high volume, fast paced work environment
- Ability to establish effective, positive, and collaborative working relationships
- Ability to be a positive influence in a team setting
- Ability to quickly align with shifting priorities, work assignments and timelines

**We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This is a full time term role for 2 years with a possible extension into the third year. Availability between the hours of 8:00 am – 4:30 pm, Monday to Friday is required.

Please attach a cover letter along with your application.

**Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.