

## **DEVELOPMENT COORDINATOR**

### **Competition #J0824-0034**

Located in the heartland of northern Saskatchewan, the City of Prince Albert is a vibrant and innovative municipality that prides itself on being a family focused community. Situated just minutes from lake country the City of Prince Albert is a recreational paradise that offers all the benefits of big city amenities including access to arts, entertainment and unique cultural experiences. The City is leading the way in creating an active, prosperous and healthy City of opportunity for our 36,000 residents. We are in search of ambitious, passionate and talented individuals who are looking for a rewarding career that supports work life balance. If you are interested in contributing to this vision, we welcome you to apply at <https://www.citypa.ca/en/city-hall/jobs.aspx> . Come enjoy a balanced way of living at the City of Prince Albert.

The Development Coordinator is responsible for processing planning related applications and assisting in enforcing the Zoning Bylaw, Subdivision Bylaw and other planning related Acts, bylaws and policies.

#### **Principle Duties & Responsibilities:**

- Review and process applications and agreements related to subdivisions/consolidations, street naming, civic addressing, minor variances, contract zones, and street, lane and walkway closures.
- Review and process building and zoning compliance, and zoning memorandum requests.
- Respond to inquiries and provide assistance and advice to the general public and other City departments on matters related to the Subdivision Bylaw, Zoning Bylaw, or any other planning related bylaws or policies.
- Assign, maintain and amend civic addresses and street names for the city.
- Follow up on renewals for contract zoning agreements.
- Assist in the coordination and processing of planning related easements and interests and other ISC related processes.
- Assist in the development or amendment of planning related policies, procedures and bylaws.
- Collect and assist in the management of data as it pertains to street naming, civic addressing, zoning, etc.
- Coordinate the sale, lease and licensing of City owned property.
- Report to Council as required on land inventory, land transactions, land availability, and statistical land related data.

#### **Required Qualifications:**

- Certificate, Diploma or Bachelor's Degree from an accredited, post-secondary institution in Regional and Urban Planning, Geography or a related field.
- Valid Driver's License.
- One year or more of related experience is an asset.

The City of Prince Albert offers competitive salaries, a comprehensive group benefit package and a Municipal defined benefit pension plan.

Qualified candidates are invited to apply online by the end of the day on **November 29, 2024** by visiting <http://citypa.ca/City-Hall/Job-Opportunities>.