



COUNTY of ANNAPOLIS
NATURALLY ROOTED

Employment Opportunity

Development Officer

Permanent Full-time – Pay Level 4 (\$60,753 - \$76,466)

The County of Annapolis is currently seeking a Development Officer to join our Planning and Inspection Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Development Officer shall be responsible for assisting Manager of Planning with reviewing and processing development permit applications, reviews assigned subdivision applications, receives and follows-up on public questions and concerns, conducts research and completes reports, reviews zoning conformation letter requests, carries out field inspections with Land Use Bylaw compliance, assists with Planning Area Advisory Committee meetings, prepares information brochures, infographics, and other educational products, and responds to telephone calls, emails, letters, faxes, and other communications. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Qualifications:

Candidates for this position must possess as a minimum, an undergraduate degree in land use planning, or related field. Candidates must be eligible for membership in the Nova Scotia Municipal Development Officers Association. A working knowledge of map reading and GIS software is considered an asset. Additionally, the candidate must have a minimum of two (2) years' experience working in a municipal or provincial planning setting where the focus has been on interpreting planning rules and regulations and provincial legislation, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will close on April 6, 2025

Kate McLean, Human Resources Coordinator

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Municipality of the County of Annapolis

PO Box 100 (752 St. George St)

Annapolis Royal, NS B0S 1A0

Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

