



EMPLOYMENT OPPORTUNITY



Development Officer **1 Permanent Full-Time Position** **Competition No. JP26-032** **Internal/External Posting**

Duration: Full-Time, Permanent
Wage: \$36.93 per/hr + benefits & pension
Hours of Work: 37.5 hr/week: Monday – Friday 8:00am - 4:30pm
Location of Work: Town of Taber
Close Date: Open until suitable candidate is found

POSITION SUMMARY:

The Development Officer is an entry-level planning and development professional responsible for supporting the administration of the Town's development approval process and ensuring compliance with the Land Use Bylaw and related municipal regulations. The Development Officer serves as a key point of contact for residents, developers, businesses, and other stakeholders, providing information, processing development applications, conducting site inspections, and assisting with compliance and enforcement activities.

Working under the direction of the Director of Planning, Development and Economic Development, the Development Officer assists in the delivery of planning and development services that support responsible growth and development within the community. This position falls within the scope of our CUPE Local 2038.

WORK ENVIRONMENT:

Work is primarily performed in the Town Administration Building.
Regular interaction with residents, developers, contractors, consultants, and other stakeholders.
Off-site attendance at development sites, inspections, meetings, and public engagement events is required.
Occasional evening meetings may be required.
Travel within the municipality is required.

RESPONSIBILITIES:

Customer Service and Stakeholder Relations

- Provide professional, courteous, and timely service to members of the public.
- Respond to inquiries received by telephone, email, and in person.
- Explain planning and development processes in a clear and understandable manner.
- Facilitate positive relationships with residents, businesses, developers, consultants, and partner agencies.
- Assist with public engagement initiatives and community meetings.

Development Application Administration

- Serve as the first point of contact for planning and development inquiries.
- Provide information regarding development permit requirements, application processes, Land Use Bylaw regulations, and relevant municipal policies.
- Receive, review, and process development permit applications for completeness.
- Evaluate development permit applications in accordance with the Land Use Bylaw, Municipal Development Plan, Municipal Government Act, and applicable municipal policies.
- Prepare and issue development permits, notices, and related correspondence as delegated.
- Track applications and ensure legislated timelines and service standards are met.

Posted – September 9th, 2026



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- Maintain accurate application records, digital files, and databases.

Compliance Monitoring and Enforcement

- Conduct site inspections to verify development permit compliance.
- Investigate complaints related to land use, development activities, and Land Use Bylaw compliance.
- Document inspection findings and prepare reports as required.
- Monitor development permit conditions and follow up on outstanding requirements.
- Prepare and issue compliance letters.

Administrative and Departmental Support

- Assist in the preparation of reports, correspondence, and Council agenda materials.
- Support planning studies, policy reviews, and special projects.
- Conduct research and collect data related to planning and development matters.
- Assist with updates to planning documents, bylaws, maps, and records.
- Participate in departmental meetings, training, and professional development activities.
- Perform other related duties as assigned.

SKILLS:

- Strong customer service and interpersonal skills.
- Effective written and verbal communication skills.
- Strong organizational, time management, and record-keeping abilities.
- Ability to accurately review plans, reports, and technical documents.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to prepare correspondence, reports, and public-facing materials.

KNOWLEDGE:

- Basic understanding of municipal planning and development principles.
- Knowledge of the Municipal Government Act, Land Use Bylaws, and planning processes is considered an asset.
- Understanding of municipal government operations is considered an asset.

ABILITIES:

- Ability to interpret and apply municipal bylaws, policies, and legislation with training and guidance.
- Ability to manage multiple priorities and meet deadlines.
- Ability to exercise sound judgment, tact, and professionalism when dealing with the public.
- Ability to conduct site inspections and maintain accurate records.
- Ability to work independently and collaboratively as part of a team.
- Ability to learn new legislation, software, and planning practices.
- Ability to maintain confidentiality and handle sensitive information appropriately.

ASSETS:

- GIS software and mapping applications.
- Agenda.net, Microsoft Dynamics, CityView, or other municipal software platforms.
- Development permitting or municipal land use administration.
- Public engagement or stakeholder consultation processes.



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PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Ability to walk across uneven terrain and active development sites.
- Ability to stand, walk, bend, and climb stairs during inspections.
- Ability to occasionally lift and carry materials weighing up to 20 lbs (9 kg).
- Visual ability to review development plans, maps, reports, and electronic documents.
- Ability to work outdoors in varying weather conditions during site inspections.

MINIMUM QUALIFICATIONS:

- Diploma or degree in Urban Planning, Land Use Planning, Urban Studies, Geography, Public Administration, or a related field; or
- Completion of an Applied Land Use Planning Certificate program; or
- An equivalent combination of education and relevant experience may be considered.
- Valid Class 5 Driver's License
- Proficiency with Microsoft Office Suite.
- Ability to provide a clean Police Information Check.

COMPETENCIES:

- Customer Service Focus
- Communication
- Attention to Detail
- Accountability
- Relationship Building
- Problem Solving
- Continuous Learning
- Teamwork

Please refer to the competition number when submitting your resume and cover letter by mail, fax, or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.