



Town of Innisfail Employment Opportunity

Development Officer

Reporting to the Manager of Community Development Services, you will be responsible the day to day implementation for the Town's Land Use Bylaw, review and processing of development permits and assisting with the work of the Planning and Development Department.

Key Responsibilities include:

- Receive, process and issue all development permit applications and land use bylaw amendments.
- Train and educate property owners and residents about development practices, permitting and the land development process.
- Keep and maintain for public inspection the Land Use Bylaw and all related statutory and non-statutory plans approved by Council.
- Perform tasks related to the enforcement of the Land Use Bylaw and follow up on development permits and conditions.
- Prepare and deliver all reports to refer matters to the Municipal Planning Commission (MPC) for consideration and provide support for all MPC meetings, decisions, and functions.
- Recommend and prepare notices and advertisements for processing of development permits.
- Liaise with developers, builders and the public on matters related to Land Use Bylaw, planning and related matters.
- Work with Safety Codes officer to coordinate permitting and inspection services as required.
- Maintain the Town's QMP and oversee Safety Codes auditing.
- Assist with implementation and administration of Town projects as assigned such as the Façade and Storefront improvement program and Infill Incentive program.
- Assign civic addresses and maintain the system in accordance with Town policy.
- Manage all record keeping related to the position.

Requirements:

- Degree, Diploma or certificate related to land use planning, landscape architecture, geography, urban studies or related discipline, or a similar combination of education and work experience
- A minimum of 2 years directly related experience
- Knowledge of Part 17 of the Municipal Government Act and familiarity with land use bylaws, statutory plans and the Safety Codes Act
- Knowledge of land development, building processes and related activities
- Strong communication skillset, including public speaking, with the ability to work collaboratively with multiple parties
- Experience working in the municipal sector will be considered an asset
- Valid Driver's License

The Town of Innisfail offers a competitive salary commensurate with experience and an excellent benefits package. Qualified applicants are invited to submit their resumes in confidence by 4:00 p.m. on **Tuesday, July 4, 2023** to:

Town of Innisfail
Attention: Angèle Mullins – HR Consultant
Email: angele.mullins@activatehr.ca

We thank you for your application and interest in the Town of Innisfail. Please note only candidates selected for an interview will be contacted.