



JOB DESCRIPTION

DEVELOPMENT OFFICER

POSITION TITLE:	DEVELOPMENT OFFICER
REPORTS TO:	MANAGER, PLANNING AND DEVELOPMENT
REVISION DATE:	MAY 2006

POSITION SUMMARY

This position is primarily responsible for ensuring compliance with the Municipal Land Use Bylaw and Business licencing bylaw. Additional responsibilities include admininstration of the Federal RRAP (Residential Rehabilitation Assisstance Program) and administration of the Federal Energuide program.

Major Duties

1. Process applications for development permits, subdivisions and business licences pursuant to current bylaws and the Municipal Government Act.
2. Ensure compliance with land use bylaw and business license bylaw.
3. Maintain a current and complete record of all development permits issued in the Municipality of Crowsnest Pass on the POSSE data base system.
4. Prepare the agenda for the Subdivision and Development committee meetings
5. Attend Development Appeal Board hearings as required
6. Attend Municipal Government Board hearings as required.
7. Attend meetings of the Municipal Council as required.
8. Attend Subdivision and Development Committee meetings as required.

Minor Duties

1. Process applications for the Federal RRAP (Residential Rehabilitation Assistance Program)
2. Process applications for the Federal Energuide Program.
3. Maintain adequate files on each application processed.
4. Other duties as assigned from time to time.

Job Qualification Requirements

1. Must be able to maintain confidentiality on all matters of the Municipality.
2. Ability to receive oral or written instructions from Supervisor and perform tasks in a timely manner with a minimum of supervision.
3. Thorough knowledge of computer applications relating to the position of Development Officer.
4. Must possess an adequate ability to recognize and correct relevant problems as required and exhibit sound and accurate judgment.
5. Must be able to deal with difficult or emotional customer situations.
6. Successful completion of Grade 12, supplemented by a post-secondary education in secretarial courses or equivalent experience.
7. Generally one (1) year to three (3) years total related experience.
8. A combination of education and experience may be considered.

Personal Attributes

1. The Development Officer shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Development Officer shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Development Officer shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Development Officer must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Development Officer shall display an ability to follow instructions from his/her supervisors.