

Job Description

Development Officer

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Development Officer plays a key role in guiding and overseeing the Municipality's growth and land use by evaluating and processing development proposals to ensure they comply with the Municipality's Land Use Bylaw and Subdivision Bylaw. This role involves a thorough review of all applications, offering expert advice and recommendations to property owners, developers, contractors, and business operators to facilitate compliance with regulatory requirements.

In addition to technical evaluations, the Development Officer provides clear guidance and support to Municipal Council and staff, helping to shape and manage future developments that align with the community's strategic goals. By fostering strong relationships with stakeholders and ensuring that development projects meet both regulatory standards and community expectations, the Development Officer contributes to the sustainable growth and success of the Municipality.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Planning and Development Administration</p> <ul style="list-style-type: none"> • Designated responsibilities of Development Officer, pursuant to the Municipal Government Act (MGA). • Interpretation and administration of the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB). • Administration of Subdivision Bylaw. 	50%

Description	Approximate Time Spent (%)
<p>Administrative Management and Coordination</p> <ul style="list-style-type: none"> • Manage submissions to the Nova Scotia Land Registry System. • Assist the Planning and Development Technician in maintaining the Municipality’s land management information system (LMIS) and records. • Attend various planning-related meetings and document proceedings. • Liaise with provincial and municipal departments on matters related to land use planning. 	10%
<p>Research and Planning Documentation</p> <ul style="list-style-type: none"> • Assist Director of Land Use in researching and preparing reports on planning related matters. • Assist Director of Land Use with the preparation of municipal planning documents. 	10%
<p>Public Outreach and Education</p> <ul style="list-style-type: none"> • Prepare educational materials on permitting processes and land use regulations. • Provide information to residents and businesses about municipal land use regulations. 	25%
<p>Legislative Compliance and Reporting</p> <ul style="list-style-type: none"> • Stay informed about legislative changes which may affect municipal planning and development. • Prepare reports and position papers for administrative and legislative changes. 	5%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- A undergraduate degree or college diploma in land use planning or related field.

Experience:

- Minimum three years' experience working in municipal planning environment.
- Training and experience in MapInfo and GPS Pathfinder Office software would be considered an asset.

Knowledge/Skill/Ability:

- Highly motivated.
- Excellent communication and interpersonal skills.
- Demonstrated advanced proficiency in the use of technology.

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day	Occasional – bi-weekly to monthly		
Frequent – daily	Rare – once in a while		
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Director (department)	Internal	Frequent	Update, consult, collaborate, receive direction, share and receive information
Senior leaders	Internal	Regularly	Collaborate, provide information, share and receive information
Councillors	Internal	Rare	Provide and receive information
Local leaders	External	Regular	Collaborate, provide information, share and receive information

Contact (Title)	Internal / External	Frequency	Nature of Interaction
Public	External	Frequent	Collaborate, provide information, share and receive information

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- [85]% of the time indoors
- [10]% of the time outdoors
- [5]% of the time driving a vehicle during work

Physical effort:

- Sitting for long periods of time
- Long periods of continuous computer usage
- Occasional offsite site visits to mostly built environment locations
- Occasional travel within the Municipality

Mental effort:

- Complex problem solving
- Multitasking and managing competing priorities

Hours of work

- Regular office hours with the ability to work some evenings and weekends depending on needs.

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- Frequent independent decision making.

Financials and Budget:

- Provides input.

Confidential Information:

- Access to confidential information as it relates to property ownership data and development proposals.

Creativity and Ingenuity:

- Moderate degree required for interpreting and making suggestions respecting development proposals.

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Not applicable.

Functional advice this role may provide and to whom it is provided:

- Provides information and expertise to residents, developers, contractors, other municipal departments and Council regarding current and proposed new land use regulations.

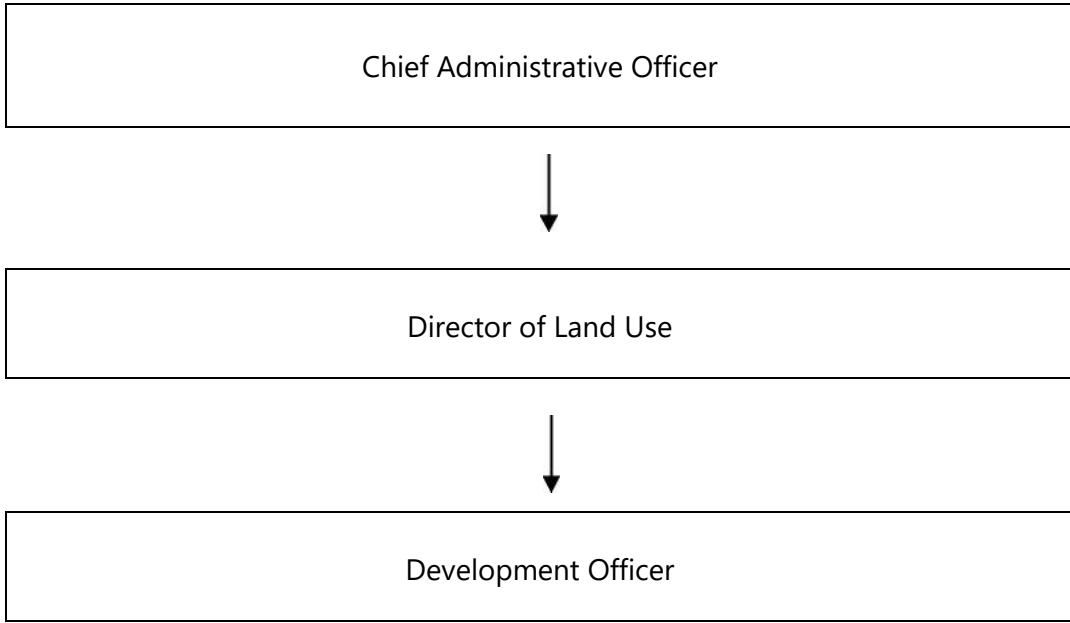
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Development Officer	Division:
Department: Land Use	Classification:
Positions Supervised Directly:	Reports to (Direct): Director of Land Use
Salary Grade: 5	Positions Supervised Indirectly:
Hours per week: Regular business hours	Work Location: Administrative Office with some time spent in the community
Effective Date: June 12, 2018	Revision Date: September 8, 2024

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Director Approval: _____ **Date:** _____

CAO Approval: _____ **Date:** _____