



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Planning and Development Officer

Pay Grid: Technician 3

Position Requirements:

- Diploma in or enrolled in related field, or designated officer in field.
- Minimum 3-5 years' experience in related field
- An equivalent experience and education may be considered. Applied Land Use Planning Certificate would be an asset
- Knowledge of related procedures and regulations
- Ability to establish procedures and exercise strong organizational concepts
- Ability to make decisions in accordance with legislation and established policies and procedures
- Knowledge of the Municipal Government Act and position-related legislation is necessary
- Advanced Microsoft 365 skills
- Team orientated with an open communication style
- Attention to detail with a high level of accuracy
- Ability to successfully manage priorities in a fast-paced environment
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Demonstrated ability to show initiative
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with the Access to Information Act and Protection of Privacy Act.
- Must be able to perform the tasks, activities and functions associated with the position
- Team oriented with an open communication style
- Attention to detail with a high level of accuracy
- Strong prioritizing and multi-tasking skills
- Ability to maintain confidentiality regarding department and municipal matters

Relationships and Contacts:

Supervisor: Planning and Engineering Director

Responsibilities:

- Provide administrative and technical expertise for the Planning & Engineering department for various planning, development and related matters.
- Assist in the development, coordination, and implementation of projects.
- Receive, process and render decisions on development permit applications.
- Receive and process subdivision applications.
- Issue various Land Use Bylaw enforcement processes which would involve orders and proceeding through the various stages of the established appeal process.
- Process Safety Code permit applications and providing administrative support for various Safety Codes initiatives.



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- Provide telephone and customer support and direction regarding various Planning, Development, Safety Codes, and other land related processes.
- Prepare MPC agenda items, attend MPC meetings, and prepare notifications and advertising on planning and development related decisions/approvals.
- If required, attend Council, Council committees, Subdivision & Development Appeal Board hearing or other related meetings on development/subdivision related issues.
- Receive, review and process requests for compliance certificates.
- Calculate fees and directs and/or processes payments on development and Safety Codes permits.
- Assist in developing the budget for the planning and engineering department related to planning, development and land matters.
- Review, update and maintain departmental brochures and procedural manuals on an ongoing basis
- Explain policies, bylaws, and provincial acts/regulations to permit applicants in a clear concise manner, verbally and/or in writing where required.
- Establish and maintain an effective working relationship with other Town employees and the general public in a team environment.
- Prepare various reports (including Stats Canada) on an as required basis.
- Assist with the various duties and responsibilities relative to the establishment and make-up of the Towns Development and Building permitting system and the processing of various development related initiatives.
- Responsible for assisting with the preparation of Town planning studies and related research.
- Create figures and graphics for planning studies.
- Assist in development of department related bylaws, policies and procedures.
- Responsible for keeping the Town's statutory plans and related documents up to date.
- Responsible to keep current with Provincial and Municipal planning policies, legislation, and processes.
- Assist in the development of planning design concepts for Town projects.
- Assist and work with planning consultants, contractors, and outside agencies.
- Provide presentations, updates and reports related to planning and development matters to the Senior Management Team and other groups as delegated.
- Assist with liaison with Economic Development partners, including local businesses, neighbouring municipalities, Community Futures – Entre Corp, Palliser Economic Partnership, Medicine Hat and District Chamber of Commerce and other like organizations.
- Establish and maintain positive relationships with local business owners and community leaders and encourage partnerships and collaboration between community agencies, businesses and residents that will build community capacity and help foster future economic development.
- Perform other related duties as assigned.

Approved: _____

Municipal Manager

Approved/Revision Date: _____

January 5, 2006