

LAND USE/ECONOMIC DEVELOPMENT OFFICER POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Land Use/Economic Development Officer (LUEDO) is responsible for land use planning and economic development activities in support of Town development, marketing, and promotion. This position will also be responsible for special projects as required.

SCOPE

Reporting to the Chief Administrative Officer, the LUEDO position is responsible for Town land use planning and economic development. This includes all land use planning duties as well as the effective delivery of economic development services. These duties are intended to strengthen the community through effective and efficient land use and economic development planning processes.

RESPONSIBILITIES

Economic Development Responsibilities:

- In the context of Council's Strategic plan, continually develop and implement the town economic development/marketing strategy
- Work with stakeholders to broaden and diversify the economic base through business support and investment attraction initiatives
- Maintain all economic development information required on the Town website, brochures, media releases etc.
- Maintain familiarity with government programs and associations available to assist in economic development
- Attend meetings and conferences and assist with corporate projects such as trade shows, public presentations and displays
- Prepare reports, make presentations and provide advice, as well as assist in the logistics of all economic development functions as required
- Responsible for facilitating all business licensing.
- Leading the planning and coordination of special events related to Economic Development, including trade shows
- Act as Public Information Officer in the Municipal Emergency Plan
- Adhere to the Town of Redwater Health & Safety Program
- All other duties as required.

Planning & Development Responsibilities:

- In the context of Council's strategic plan, continually develop and implement the town land use/development strategy

- Maintain a proficient understanding of the Town Land Use Bylaw, Municipal Development Plan, any Area Structure Plans, and subsequent updates as well as areas of the Municipal Government Act pertaining to planning and development
- Review and evaluate land use and development proposals prior to application using bylaws, legislation, regulations, and municipal policies
- Administer the Development Permit processes, within the guidelines of the Land Use Bylaw and Municipal Government Act, including reviewing and preparing decisions and conditions, issuing permits and any other related documentation.
- Processing payments and deposits for development related transactions
- Posting or advertising all Development Permit notices as required in the Land Use Bylaw
- Ensure compliance by reviewing building permit applications in the context of the land use bylaw.
- Enforce the land use bylaw by ensuring developers and landowners have met all conditions in development permits.
- All other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- A degree or diploma in planning, business, economics, community development or a related field
- Certificate in Economic Development an asset or enrolled in or willingness to enroll in the Certificate in Economic Development program
- Applied Land Use Planning diploma or willingness to enroll and complete an Applied Land Use Planning Certificate.
- Minimum 3 years land use or economic development /experience in the public and/or private sector
- Competent with Microsoft Office programs with a strong emphasis on Word and Publisher or related publication software

Skills:

- Proficient in written communication skills and editing
- Excellent public speaking and presentation skills
- Ability to multitask and prioritize
- Strong project management skills
- Time management skills
- Self-starter, able to work effectively on their own
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff and Council
- Ability to deal effectively and positively with the business community

Personal attributes:

- Honest, trustworthy and respectful
- Positive engaging personality
- High energy and enthusiasm
- Adhere to the Municipal Code of Ethics
- Maintain standards of confidentiality
- Flexibility
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand the responsibilities assigned to this position

I certify that this job description is an accurate description of the responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within the above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.