



DEVELOPMENT OFFICER	
Competition Number:	DO202404DEV
Positions Available:	1 Permanent Full-time
Posting Date:	January 22, 2024
Deadline to Apply:	Posting will remain open until suitable applicant found
Hours per week:	40 hours
Wage:	\$33.63– \$37.57 per hour (Collective Agreement)

About the Position

The Development Officer administers, communicates, and provides technical support for land development activities within the Municipality's Community Development Department and provides other legislative functions.

RESPONSIBILITIES/ACCOUNTABILITIES

- Handles internal and external inquiries regarding planning and development, including permits, amendments, and applications.
- Maintains knowledge of relevant legislation and regulations including the Municipal Government Act.
- Processes various applications and ensures compliance with bylaws and policies.
- Conducts field inspections and prepares reports for permit applications.
- Contributes to the development and revision of planning documents and agreements.
- Reviews and makes recommendations on legal land matters.
- Prepares reports and agendas for committees and represents the department at meetings.
- Manages the Town's Historic Resource and Rural Water Program.
- Ensures compliance with development permit conditions and coordinates with relevant parties.
- Enforces Land Use Bylaw regulations through inspections and communication.
- Collaborates with engineering firms on planning and development matters.
- Performs site inspections for municipal projects and maintains project management tools.
- Provides support and information to other departments.
- Engages with stakeholders impacted by municipal projects.
- Collaborates with government agencies and private sector organizations.
- Reviews engineering documents.
- Prepares or contributes to grant applications.
- Makes presentations to Administration, Municipal Planning Commission or Council as needed.
- Manages Municipal Quality Management plan and safety code accreditation.
- Other duties as required.

EXPERIENCE/SKILLS/EDUCATION

Required:

- Class 5 Driver's License
- Strong, written and oral, communication skills.
- Degree or diploma in business, commerce, economics, engineering, or planning
- Service oriented, self-motivated, with high energy and an engaging level of enthusiasm.

Preferred:

- A strong working knowledge of Microsoft Office and AutoCAD/Civil 3D.
- Previous experience working in a Municipal environment.
- Applied Land Use Planning Certificate.

To Apply:

Email your cover letter and resume in one pdf file, to recruiting@raymond.ca. Please include the competition number in the subject line or your application may not reach the appropriate hiring personnel. We thank all applicants for their interest in The Town of Raymond however only applicants selected for an interview will be contacted.

The Town is committed to an inclusive, respectable, and equitable workplace. We continuously improve our policies, practices, and systems to remove barriers and ensure our employees, in all their diversity, can succeed. The Town strives to provide reasonable access and accommodation throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact human resources at recruiting@raymond.ca.