



# Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

[www.PincherCreek.ca](http://www.PincherCreek.ca)



## DEVELOPMENT OFFICER

### JOB OPPORTUNITY

The Town of Pincher Creek has a one year contract position available for a Development Officer with the potential for extension. The Development Officer is responsible for the development, subdivision and related matters within the Town of Pincher Creek.

#### Responsibilities include, but are not limited to:

- Processing development permits and subdivision applications
- Maintain permit information in E-Site at the Safety Codes Council Website
- Compliance monitoring as per Town of Pincher Creek's Quality Management Plan approved by the Safety Codes Council June 27, 2019
- Municipal Development and Subdivision Authority (MDSA)
  - Prepare notices of meeting and agendas
  - Obtain background information for MDSA members
  - Serve as secretary for the Authority including notifying parties of MDSA decisions
- Interdepartmental and Agency Liaison
- Manage the Town's Planning and Subdivision Program
- Ensure a safe work environment
- Assist with emergent or unforeseen issues as required

#### Qualifications:

- Strong working knowledge of the Town of Pincher Creek's Land Use Bylaw and related statutory plans as well as the Municipal Government Act and related regulations
- Post-secondary education in Planning or an Applied Land Use Planning Certificate, Urban Studies or a related diploma or willingness to obtain
- 3 to 5 years work experience in municipal development and planning
- Excellent communication and interpersonal skills
- Excellent time management
- Proficient with computers and all aspects of MS Office
- Knowledge & Proficiency with E-Site and GIS Applications
- Provide excellent customer service
- Valid driver's license class 5





## Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

[www.PincherCreek.ca](http://www.PincherCreek.ca)



Salary is dependent upon education and experience. Interested applicants are invited to forward a summary of qualifications, experience and references to the Town of Pincher Creek, Box 159, Pincher Creek, AB T0K 1W0 or email in PDF to [cao@pinchercreek.ca](mailto:cao@pinchercreek.ca). This ad will stay open until a suitable candidate has been chosen.

**We wish to thank everyone who submits an application; however, only those chosen for interviews will be contacted.**

