

DEVELOPMENT OFFICER

The City of Camrose is seeking a highly motivated, energetic and reliable individual to fill the full-time permanent role of Development Officer. Reporting to the Manager of Planning & Development, this position will be responsible for reviewing and processing a variety of multi-unit residential, commercial, and industrial development permits. Communication and relationship building with customers is a critical responsibility to ensure development decisions are fair, equitable, and consistent.

FUNCTIONS/DUTIES (but not limited to):

- Liaise with the development and building community, providing guidance on municipal bylaws and regulations to support the development compliance and facilitate the development process.
- Review and process a wide range of residential development permit applications including single-detached dwellings, accessory detached dwelling units, duplexes, secondary suites, and multi-unit residential developments or as directed by the Manager of Planning & Development.
- Review and process commercial, industrial, institutional, and mixed-use development permits and additions.
- Provide guidance, training, coaching, and supervision to technical and support staff in a collaborative team environment.
- Process business licenses, file searches, and related permits and licenses.
- Complete the review of compliance certificates, accessory structure permits, deck permits, driveway extensions and other related permits and licenses, as directed.
- Respond to public inquiries and concerns related to land use planning and development.
- Conduct property inspections as it relates to performance deposits and development securities. Notes and follows up on complaints/non-compliance.
- Responsible for interpreting the Addressing Policy and developing and approving addressing memorandums.

QUALIFICATIONS:

- Completion of post-secondary technical school program in municipal planning (e.g. Applied Land Use Certificate), or educational/work equivalent.
- Membership or eligibility for the Alberta Development Officer's Association is considered an asset.
- Minimum two (2) years' professional experience.
- Ability to understand file history, Land Titles Spin II, and document registry.
- General knowledge of planning, building, engineering, and construction terms and applications.
- Experience in cloud-based permitting and licensing applications would be an asset.
- Proficient in Microsoft Office.
- Exceptional customer service and public relation skills to effectively maintain professional relationships and communications with co-workers, internal customers and the public.
- Strong time management and data input/tracking skills related to current planning initiatives.
- General knowledge of municipal advertising and public communication (print, web, and social media).
- Valid Class 5 driver's license and provision of a personal vehicle for undertaking duties associated with City's business.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by April 2, 2025 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose, Attention: Manager of Planning and Development
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca