

	<p align="center"><b>RM of Britannia #502</b></p> <p align="center">Development Services Officer</p>	Department	Planning and Development
		Date Approved	April 16, 2021
		Revised	October 21, 2022

**REPORTS TO:                    Executive Assistant**

**Primary Duties:**

1. Provides administrative and technical support to the CAO related to the processing and tracking of development, building and approach permit applications, including stop work orders, and public or in-camera presentations to Councils, boards and/or commissions related to the approval and appeal processes on behalf of the RM.
2. Is responsible for all planning and development operations, including filing, tracking, word processing, copying, mail, data entry, record-keeping, customer service, preparation of planning and development related advertising in accordance with approved RM policy, bylaws or resolutions.
3. Provides information to customers regarding planning and development processes, assists with compliance process by accepting applications, receiving payment and other related administrative duties.
4. Accepts, reviews, processes and evaluates applications and processes applications for re-zoning, subdivision, development permits, and building permits, to ensure compliance with the Planning Act, RM development plans and zoning bylaws for approval by the elected council, and/or property owner verifications.
5. Responds with accurate and timely information to public inquiries or complaints regarding planning and development matters in a professional manner, by phone, email and in-person.
6. Develops and maintains electronic tracking systems, hard copy files and records.
7. Researches and compiles information on a variety of planning issues from multiple sources.
8. Prepares public hearing and public meeting notices.
9. Assists with and coordinates the approval of Servicing Agreements and the collection of development levies.
10. Develops systems and procedures to improve the operating quality and efficiency of the RM.
11. Assists the CAO in preparing the annual planning and development budget along with financial verification, monitoring and accountability for all planning and development transactions.
12. Submits a planning and development monthly activity and statistical report to the CAO for presentation to Council.
13. Prepares Notice of Decisions for all Permit applications and advertisements as required.
14. Adheres to all legislative and legal requirements and duties for public hearings as prescribed under the Planning Act and all other relevant Acts, and policies.
15. Coordinates building, fire and other property related inspections.

16. Updating and maintaining civic addressing and corresponding with the Ministry of Highway and Infrastructure and the Ministry of Public Safety.
17. Ordering and organizing installation of civic address signs.
18. Prepare servicing agreements, Bylaws, plans with ISC.
19. Communicating with developers and government bodies when required.
20. Maintaining survey plans, service agreements, right of way agreements, road closure agreements.
21. Performs other duties as may be assigned from time to time.

**Experience/Qualifications:**

- Previous municipal land use planning related experience combined with other post-secondary education related to planning, municipal government or office management would be an asset;
- High School Diploma and a minimum of two (2) years' experience in business administration;
- Strong writing, presentation, negotiation and organizational skills;
- Superior Interpersonal skills in dealing effectively with the general public on sensitive matters and good analytical and problem solving skills;
- Well-developed computer skills including proficiency with Microsoft Word, Excel, PowerPoint and Outlook;
- Valid Class 5 Saskatchewan Driver's License;
- Highly developed communication skills and political sensitivity, combined with the ability to summarize complex processes for a variety of audiences;
- Excellent customer service skills with a proficiency in interpersonal communication consulting with landowners, interest groups and citizens;
- A strong understanding of provincial and municipal government operations and their interconnection would be an asset;
- Knowledge of municipal government processes an asset;
- Knowledge of Freedom of Information and Privacy (FOIP).

**Accountability/Responsibility:**

Under the direction of and reporting to the Executive Assistant, the Development Services Officer will ensure effective communications with all staff, customers and Municipal, Provincial and Federal authorities in addition to auditing all permit applications for accuracy, compliance with legislation, policies, procedures and restrictions, and ensuring all applications comply with development plans, zoning by-laws, Municipalities Act, Planning Act and any other appropriate Acts and Regulations.

Tact and discretion are required to deal with or settle requests, complaints or clarification. Must be able to maintain confidentiality.

**Unique Position Requirements:**

- Required to attend all public and Planning Board meetings and member Council meetings if required which may involve evening meetings.
- Working conditions are normal for an office environment and may require occasional weekend and/or evening work.

- Strong interpersonal skills, professionalism and diplomacy to build relationships with representatives of the development industry, provincial and inter-municipal organizations, internal staff, as well as provincial and municipal politicians.
- Strong judgement skills to analyze complex technical information from a variety of sources.
- Approachable attitude with the ability to mediate and problem solve.
- Must be able to manage multiple projects in a deadline oriented environment.
- A strong understanding of provincial and municipal government operations and their interconnection.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently with minimal supervision and within a team environment and to adapt to a demanding and dynamic work environment.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Ability to multi-task in a fast paced multiple customer environment.
- Ability to follow oral and written directions,

**Computer software and equipment use:**

Microsoft Word, Outlook, Excel and PowerPoint, Photocopier, Calculator, Telephone and Accounting Software.