



### **Development Officer**

The Town of Fox Creek has an approved Comprehensive Community Plan for future development and is seeking an individual who will be responsible for addressing the day to day inquiries on building, development, subdivision and enforcement matters. This position works with the Chief Administrative Officer to ensure that all development proceeds in a logical, organized manner that follows approved development plans.

### **Duties and Responsibilities:**

- Administer the Town's Land Use Bylaws
- Process applications for development permits
- Check zoning and ownership of land
- Resolve issues when land use bylaws have not been followed
- Prepare documentation for SDAB and MPC hearings
- Arrange and attend development appeal board hearings
- Maintain appropriate documentation on all lands and property leases pertaining to the Town
- Maintain general filing system in accordance with FOIP Standards and Town of Fox Creek Policies
- Conduct special planning studies, research projects, and investigations as directed by CAO
- Represent the Town on all day to day activities related to development and planning
- Maintain a current library of reference materials; reports, studies, plans, engineering reports
- Prepare maps, reports and presentations for Town Council, committees and members at large as requested
- Ability to provide technical advice to CAO on matters pertaining to planning and development
- Review business licence applications
- Review drawings and specifications to ensure compliance with all applicable codes, bylaws, regulations

### **Knowledge, Abilities and Skills:**

- Excellent organizational abilities, must be able to manage multiple projects and meet deadlines
- Solid, practiced interpretive skills; ability to convey technical land use details to a general audience
- Diploma in Planning or a related discipline, experience in a municipal environment preferred
- Applied Land Use Planning Certificate would be considered an asset
- Will be required to obtain drivers abstract and RCMP check (including vulnerable sector)
- Concise and positive communication skills, approachable, ability to mediate and problem solve
- Good interpersonal skills in working with public, co-workers and supervisors

We invite both internal and external candidates to apply; final selection will be based on merit of applicant

Apply in Confidence to:

Mail: Town of Fox Creek  
PO Box 149 T0H 1P0

Email: [alicia@foxcreek.ca](mailto:alicia@foxcreek.ca) – please note **Development Officer** in subject line

All applications received by 4:30pm August 7<sup>th</sup> will be given consideration, but the competition will remain open until a suitable candidate is found.