



**Position:** Deputy Development Officer

**Job Type:** Policy / Planning / Research

**Municipality:** Town of Rimbey, located 70 km northwest of Red Deer at the junction of highway 20 and 53.

### **JOB DESCRIPTION**

Rimbey is seeking an individual to fill a development officer position. Reporting to the Chief Administrative Officer, the successful candidate will be responsible for administration of development and building permits, the land use bylaw, subdivision planning, and management of building safety code services.

#### **Key Responsibilities:**

- Preparation and processing development and building permit applications for approval.
- Drafting amendments and maintenance of the Land Use Bylaw.
- Preparation of compliance certificates.
- Assisting the CAO with research and proposals for planning and development projects.
- Drafting development agreements.
- Advising Developers and Applicants on development regulations.
- Maintenance of the Safety Code Inspection Services Files.

#### **The ideal candidate will have the following:**

- Excellent communication and interpersonal skills.
- Ability to work with minimum supervision
- Extensive knowledge of computers and record management
- Extensive and current knowledge of Land Use Policies and Practices.
- Experience in management of safety codes services.

Knowledge and experience in Municipal Administration would be beneficial in the performance of Development Officer Duties.

Rimbey offers a competitive salary that is commensurate with qualifications and experience, and a comprehensive employee benefit package.

This employment opportunity will remain open until a suitable candidate is found. Interested applicants are requested to submit their resumes marked "**CONFIDENTIAL – ATTENTION: CAO**".

The Town of Rimbey thanks all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date: June 26, 2009**

**Send Resumes via Mail or E-mail**

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