



STE. ANNE MUNICIPALITY

STE. ANNE MUNICIPALITY DEVELOPMENT OFFICER EMPLOYMENT OPPORTUNITY

Ste. Anne Municipality is accepting applications for the full-time permanent position of Development Officer. The Development Officer reports directly to the Chief Administrative Officer.

The Development Officer brings knowledge and management in the field of land-use development, including the following responsibilities:

- Processing of Development Permits and Building Permits;
- Processing Development Plan and Zoning By-Law Amendments, Zoning Memorandums, Variation and Conditional Use applications;
- Processing and implementing Subdivisions and Road Openings;
- Interpreting provincial legislation, policies and regulations, local development plan policies and zoning by-laws;
- Reviewing and drafting land-use by-laws and policies (Development Plan, Zoning By-Laws, Secondary Plans)
- Responding to public inquiries regarding zoning and land-use policies
- Other duties as required.

Preferred Qualifications:

- Relevant Post-Secondary Education with a planning background
- Excellent interpersonal, oral, written and computer skills
- Excellent work ethic and organizational skills
- Ability to work independently under minimal supervision and make decisions in an accurate and consistent manner
- Ability to organize and prioritize work and meet strict deadlines while maintaining a high degree of accuracy and confidentiality
- Knowledge of and work experience with technical programs and software, including mapping and planning
- A minimum of 3 years of municipal experience, preferably in a rural location

Salary:

- Negotiable and dependant on qualification and experience

The RM of Ste. Anne provides an excellent benefits package for all full-time employees. Please forward complete resume marked "Development Officer Resume", including 3 work related references, as well as salary expectations by February 28, 2019 at 4:00 pm to:

Ste. Anne Municipality
c/o Jennifer Blatz, CAO
395 Traverse Road
Box 6 Group 50 RR1
Ste. Anne, MB R5H 1R1
Email: cao@rmofsteanne.com

The RM of Ste. Anne wishes to thank all candidates for their interest but only those being considered for an interview will be contacted.