



# STE. ANNE MUNICIPALITY

## **FULL-TIME PERMANENT EMPLOYMENT OPPORTUNITY**

<b><u>Position:</u></b>	<b>Development Officer</b>
<b><u>Start Date:</u></b>	As soon as possible
<b><u>Hours:</u></b>	35 hours per week, <b>8:30 am to 4:30 pm</b> , with an unpaid lunch hour daily
<b><u>Location:</u></b>	<b>395 Traverse Road, Ste. Anne, MB</b>
<b><u>Deadline to Apply</u></b>	<b>4:30pm on Friday, March 15<sup>th</sup>, 2023</b> , or until position is filled

### **Position Duties:**

The Development Officer is responsible for the land use planning and development of the Municipality, including reviewing and processing applications related to zoning, subdivisions, building permits and other applications under the Planning Act. The Development Officer is responsible for drafting development agreements, and working with legal and engineering services around these agreements. Additionally, the role involves the enforcement of municipal standards, including correspondence with By-Law enforcement around compliance and outstanding work orders. This position acts as an advisor to the CAO and Council regarding development proposals, while reviewing and interpreting provincial legislation and municipal by-laws to ensure compliance. This position is public facing, and in addition to meeting with and supporting members of the community in their applications, the Development Officer also liaises regularly with other external parties, such as legal, the Municipal Engineer, Building Inspectors, Community Planning Branch representatives and other government representatives while processing applications.

This position is a member of the administrative leadership team. In addition to working closely with the CAO, the Development Officer works closely with other members of the leadership team in developing municipal and administrative policies, finance management, and special projects when assigned. The Development Officer position includes supervisory responsibilities within the Planning and Development Department.

### **Requirements:**

The incumbent should be comfortable with reviewing and interpreting provincial legislation. Familiarity with the Planning Act, the Municipal Act, Building Code and other land use regulations, policies and legislation would be preferred.

Incumbent should be comfortable with standard office equipment (computers, photocopier, etc.), and must have working knowledge of Microsoft Office Suite (Word, Outlook, Excel and Teams primarily). Familiarity with Maps and Mapping software preferred, with further knowledge of ESRI/GIS Systems beneficial.

As this position is public facing and involves working with both members of the community and various professional stakeholders, the incumbent should have excellent oral and written interpersonal communication skills, and must be comfortable with generating written reports and summary reports for the CAO and Council.

Grade 12 or Mature Student Diploma is required. Training and Education in Municipal Planning, and/or membership with the Manitoba Professional Planners Institute considered an asset.

**All applicants must provide:**

1. a letter of application (Cover letter)
2. a resume
3. three work-related references

Please email the above required documents marked “**Development Officer**”, and direct any questions to Mike McLennan, Chief Administrative Officer, [cao@rmofsteanne.com](mailto:cao@rmofsteanne.com).

The Municipality wishes to thank all candidates for their interest but only those considered for an interview will be contacted. Preference will be given to applicants with municipal experience and/or having relevant administrative qualifications and experience.