



# Job Description

## Development Officer

## **IDENTIFICATION**

**Job Title:** Development Officer

**Supervisor's Position:** Director of Public Services

**Job Status:** Permanent Full Time Mon to Fri – 37.5 hrs per week

**Location:** Inuvik Town Hall

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

Reporting to the Director of Public Services, the Development Officer is responsible for all aspects of urban and development planning, land, and lease administration and to ensure the Town's Zoning and Building By-laws are adhered to.

The position will also champion energy conservation and climate change adaptation within the organization.

The position also assists the Director of Public Services providing administrative services to ensure effective and efficient operations of the Public Services Department.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Development Officer has responsibility for administering the Town's Planning and Building By-Laws, ensuring that all applications conform.

In addition assists the Director of Public Services in providing the required administrative functions for the department, i.e. Work Orders, Purchase Orders, Maintenance Planning, Inquiries etc. These services must be provided in an effective and efficient manner to ensure the Public Services operations are maintained.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Administer the Town's Zoning By-law by:

- Processing applications for development permits pursuant to the current by-law, ensuring compliance with the Zoning By-law and associated development regulations
- Checking zoning and ownership of land to be developed
- Assisting applicants with completing required applications, including preparation of all required documentation
- Issuing "Notice of Decision" and permits
- Preparing and submitting applications and decisions for publication for objections
- Resolving all issues where the Zoning By-law has not been adhered to in accordance to such by-law and territorial regulations
- Preparing technical reports pertaining to rezoning, development permits, subdivision proposals and related planning matters, considering Town policy as expressed in the official community plan, other agencies/departmental concerns, impact of the community and municipal and territorial regulations
- Arranging and attending Development Appeal Board meetings as required, take minutes of such meetings, make submissions to the Board, and advise the public and applicant of the Board's decision; and issuing stop work orders pursuant to the Zoning By-law

### 2. Administer the Town's Building By-law by:

- Processing applications for building permits
- Reviewing drawings and specifications to ensure compliance with all applicable codes, by-laws, and regulations
- Authorizing and distributing appropriately prepared and qualified permits
- Assisting applicants with completing required applications including preparation of required documents
- Resolve all issues in cases where the Building By-law has not been adhered to in accordance with applicable by-laws, codes, and regulations
- Process applications for moving permits including checking application forms for appropriate clearances from NorthwesTel, Department of Highways, NWT Power Corporation, etc.

3. Assist with Administration of Town lands within the municipal boundaries by:
  - Maintaining appropriate, up to date drawings for all areas, blocks and lots under jurisdiction of the municipality
  - Assisting the SAO with the negotiations of the acquisition and/or lease of Town, Crown and/or private lands when applicable
4. Conduct special planning studies, research projects and investigations as requested by the SAO.
5. Represent the Town of Inuvik on all day-to-day activities related to community development and planning; liaise and correspond with agencies, governments, developers, and other interested parties as the representative of the Town and participate on relevant committees, seminars and conferences, i.e. MACA.
  - Keep the SAO informed on a as required basis respecting all community development and planning matters and prepare a monthly report of the same, or as directed by the SAO.
6. Carry out the following administrative duties, including:
  - Maintaining a library of reference material such as reports, studies, economic development plans and engineering reports on infrastructure requirements, etc.
  - Drafting/preparing for the Mayor's or SAO's signature, letters to government and industry respecting installation of facilities and development of resources
  - Maintaining accurate files on each issue relating to community development and/or planning
  - Assisting with the preparation of funding applications from various bodies on a variety of subjects
  - Preparing for the SAO's approval, briefing notes for submission to Town Council
  - Designing and drafting work and reproduction of work to site layouts and the preparation of maps, reports and presentations to Town Council, committees, and the public
7. The Development Officer will occasionally need to undertake the following responsibilities:
  - Providing technical advice to the SAO on matters relating to community development and planning
  - Attending Council Meetings as required
  - Developing strategy for capital planning and participate in the implementation of capital projects

- Preparing an official plan and Zoning By-law amendments and updating the comprehensive Zoning By-law
  - Maintaining and providing economic, industrial, demographic and/or other relevant data to public or private organizations and various government agencies or bodies for a variety of purposes
  - Reviewing business license applications and make recommendations to the SAO
8. The Development Officer will occasionally need to undertake the following responsibilities related to administrative support for the Director of Public Services:
- Maintaining computerized department files, documents, and correspondence
  - Issuing and closing Work Orders and Purchase Orders
  - Ordering equipment and material and tracking material for department and contractors
  - Scheduling planned and preventative maintenance of a wide variety of equipment and facilities for various departments
  - Documenting concerns from the public, investigating and reporting them to the Director of Public Services or supervisors as required
  - Assist with Capital Project planning and administration
9. As a champion for energy conservation and climate change the following responsibilities may be undertaken:
- Lead, coach and facilitate energy reduction and costs saving within the organization
  - Coordinate and implement the Town of Inuvik Energy Plan where needed
  - Research, apply and administer funding programs for applicable projects
  - Develop and implement a climate change adaptation and mitigation plan.
  - Develop and manages contracts, grant applications, and agreements to implement CAEP measures as needed.
10. Perform other duties as required that are directly related to the major responsibilities of the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- Knowledge of Territorial and Municipal regulations respecting planning, development, and building
- Knowledge of the National Building Code and its regulations
- Knowledge of the NWT Planning Act
- General knowledge of engineering, construction, architectural and urban planning

The incumbent must have the following skills:

- Excellent organizational skills
- Good time management skills
- Team building skills
- Excellent verbal, listening and written communication skills
- Analytical and problem-solving skills
- Attention to detail and high level of accuracy
- Computer skills including ability to operate spreadsheet and word processing programs

The incumbent must exhibit the following personal attributes:

- The ability to understand and work effectively in a cross-cultural workplace
- The ability to deal effectively with developers, colleagues, and the public in a courteous, tactful, and diplomatic manner
- The ability to maintain confidential information when required

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Development Officer may spend long hours sitting and using office equipment and computers which can cause muscle strain. The incumbent is required to work outside in varying weather conditions to complete assignments or assist other staff. The incumbent may also be required to lift and move supplies and equipment, all of which can lead to both muscle strain and fatigue.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Incumbent works mostly in a controlled office environment with little exposure to disagreeable conditions. Some time must be spent outdoors in a variety of weather conditions covering the responsibilities of the job.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent may spend long hours gathering and analyzing technical data and working at a computer station which will also require high levels of accuracy and attention to detail. This can also lead to fatigue

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

There will be several project deadlines and changing priorities which may cause significant stress. The incumbent must also be able deal with a wide variety of people and a variety of topics, where interests may be competing leading to stressful situations. This may cause emotional fatigue.

**CERTIFICATION**

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Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Senior Administrative Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.