

# Development Officer



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Development Officer!*

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization, and our community.

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or resume.*

## Primary Responsibilities

- Land Use Control
  - Develop and maintain a working knowledge of Land Use By-law as the Administrator.
  - Respond to all inquiries regarding the use of land and buildings and the Land Use By-law.
  - Approve/refuse development permits.
  - Administer and enforce development agreements, mobile home park by-law and vendor by-law.
  - Research properties and uses to determine if non-conforming status applies.
- Subdivision Control
  - Administer By-laws and regulations in relation to Subdivision control under the guide of the Municipal Government Act.
- Other duties
  - Research property history, legal uses and non-conforming property status.
  - Prepare monthly reports on Building and Development Activity as well as statistics on request and distribute to stakeholders.
  - Maintain a filing system of development files and complaints.

## Candidate Profile

### *Education and Experience*

- Undergraduate degree or college diploma in land use planning or related field or relevant experience.
- Eligibility for membership in the Nova Scotia Development Officers Association.
- Certified as Development Officer through the Nova Scotia Municipal Development Officers Association considered an asset.
- Experience working in a Municipal development role would be considered an asset.

### *Knowledge, Skills, and Abilities*

- Practical working knowledge of planning and development legislation and regulatory framework of the Municipal Government Act.
- Self-motivated and independent, comfortable working with minimal direction and as part of a team in a high paced work environment.
- Ability to read and interpret technical drawings.
- Ability to establish and maintain effective working relationships with all points of contact, such as members of the public, contractors, surveyors, realtors, etc.
- Superior organizational, analytical, problem solving and decision making skills.
- Strong written and verbal communication skills.
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel and PowerPoint and Sharepoint.

# Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 9 (\$38.20/hr - \$45.56/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

For a detailed job description please click [here](#).

## Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

## How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission, and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca) by **4:30pm Friday June 28, 2024**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, [workhere@countyofkings.ca](mailto:workhere@countyofkings.ca).

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

