

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: DEVELOPMENT OFFICER
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4	Approval Date: January 31, 2024

General Job Responsibility

Development Officer shall be responsible for assisting Manager of Planning with reviewing and processing development permit applications, reviews assigned subdivision applications, receives and follows-up on public questions and concerns, conducts research and completes reports, reviews zoning conformation letter requests, carries out field inspections with Land Use Bylaw compliance, assists with Planning Area Advisory Committee meetings, prepares information brochures, infographics, and other educational products, and responds to telephone calls, emails, letters, faxes, and other communications. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Manager of Planning.

Specific Job Responsibilities

1. Accepts and processes development permit applications from members of the public ensuring all required documentation is submitted prior to review, to allow applicants to carry out projects in conformance with established land use bylaws, ensuring minimum setbacks are adhered to, signage meets the land use bylaw standards, and the development is located within an approved zone for that use, thereafter issuing or denying a permit as per the *Municipal Government Act*.
2. Assists Manager of Planning with facilitating all Planning Advisory Committee meetings including planning and organizing meetings, arranging for minutes to be taken, providing research and reports to Committee, and following up on any questions or issues that arise and need a response.
3. Assists Manager of Planning with the review of assigned subdivision applications ensuring the required application is submitted in full along with completed survey plans and required fees, followed by a comprehensive review for compliance with minimum lot sizes, on-site or central sewer services, ensuring sufficient lot frontages on a roadway, an approved Nova Scotia Department of Public Works breaking ground permit for developments on provincial roadways is included, any required Nova Scotia Environment and Climate Change approvals for environmental considerations like setbacks from waterways and wetlands are attached, and designation of any requirement parkland dedication required by the Municipality is shown. This also includes any other department the Development Officer deems necessary for

approval and the requirements of the *Annapolis County Subdivision Bylaw* and the *Municipal Government Act*.

4. Reviews complaints received from residents concerning unapproved or non-compliant developments that are believed to be in contravention of the Municipality's planning rules, completing a review of the complaint versus current rules, visiting the property in question to make an assessment when required, and where it is determined that the complaint is valid, consulting with Manager of Planning in order to seek compliance within an established timeframe.
5. Reviews all public requests for zoning confirmation certificates, assessing for compliance, and issues the certificates thereafter if in compliance and all required fees are remitted.
6. Regularly enters the field and carries out visible inspections for applications and developments to record locations, dimensions, physical improvements, reviews for compliance with current MPS and LUB rules, speaking with property owner when possible and appropriate, and completes written documentation for file.
7. Assists Manager of Planning with organizing work of Area Advisory Committees, including meeting planning, work on developing special planning rules within these geographic areas, developing specialized policies to meet these unique community's expectations, and bringing forward recommendations to Council for approval consideration.
8. Responds to telephone calls, emails, letters, faxes, and other communications from the public in a timely manner requesting information about planning documents and rules, permits and applications, approval processes and timelines, and basic information regarding the purpose and need for community planning and heritage preservation.
9. Assists with information brochures, infographics, and other educational products and tools, paper based and on-line to inform, educate, and create awareness of planning and development permit requirements, the value and purpose of planning and heritage designation, along with application forms, funding programs, and where to learn more details and information.
10. Prepares reports and presentations for the Manager of Planning and Planning Advisory Committee on various topics and issues during the year as requested.
11. Other duties and responsibilities as may be assigned from time to time by the Manager of Planning.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree in land use planning, or related field. Candidates must be eligible for membership in the Nova

Scotia Municipal Development Officers Association. A working knowledge of map reading and GIS software is considered an asset.

Ideally, the candidate must have a minimum of two (2) years experience working in a municipal or provincial planning setting where the focus has been on interpreting planning rules and regulations and provincial legislation, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional reading and report writing skills, as well as comfort and enjoyment with facilitating and presenting public presentations and information sessions to people of all education and interest levels, be adept dealing with difficult people and be able to discuss complex matters in simple terms tactfully and respectfully, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours including evenings.