



DEVELOPMENT OFFICER

The R.M. of Corman Park No. 344, a growing rural municipality in Saskatchewan, has an exciting employment opportunity for a full-time Development Officer position to join its planning department. The role provides a range of planning services and administrative support related to municipal land development including issuance of development permits and building permits.

The successful applicant would report to the Director of Planning & Development and would provide planning services including:

- Assess development and building permit applications and determine eligibility for permits based on municipal Official Community Plan (OCP), Zoning Bylaw and Building Bylaw and other associated policies/requirements.
- Provide accurate responses regarding construction, use of land, development permits, building permits, R.M. policy and processes.
- Act as a liaison between the planning department and provincial agencies, the development/construction industry, adjacent municipalities and other professionals.
- Prepare and coordinate forwarding documentation to municipal building officials and other outside agencies.
- Update municipal records and prepare routine letters and other correspondence.
- Assist municipal staff in coordination of site inspections and drafting enforcement letters and Orders of Compliance where necessary.
- Perform routine office tasks including data entry, file management, copying, inquiry response and other duties as assigned.

The ideal candidate will possess the following qualifications:

- 2-5 years of industry experience in a municipal government, planning, land development, civil engineering or geomatics office.
- Ability to work effectively with the public and development/construction industry while maintaining a high level of professionalism. Calls and inquiries are courteously handled or referred with a professional demeanor.
- Excellent listening, verbal and written communication skills with the ability to convey complex and technical information in a prompt, positive and understandable manner.
- Work is neat, accurate, promptly completed and on time. Strong attention to detail.
- Capable of keeping manager appropriately informed if issues arise.
- Work well under pressure with tight deadlines.
- Have a confident attitude and be enthusiastic.
- Skilled in operating a personal computer using current office software in a network environment.

The salary range for the position is \$45,000 to \$56,400 and will reflect the combination of academic qualifications and work experience of the successful applicant. A competitive benefits package is available.

Candidates should clearly demonstrate where they have gained the knowledge and abilities required for this position through their resume and covering letter. Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Forward your application by 4:00 pm, CST on Friday, April 23, 2021 to:

Kathy Newton, Human Resources Manager

R.M. of Corman Park No. 344

111 Pinehouse Drive

Saskatoon SK S7K 5W1

Email: knewton@rmcormanpark.ca

Phone: 306-242-9303

www.rmcormanpark.ca

Electronically submitted proposals will be deemed to be successfully received when displayed as new email. The R.M. of Corman Park will not be liable for any delay for any reason, including technological delays, spam filters, file size limitations, etc. It is the sole responsibility of the proponent to confirm with the contact person identified above that the proposal has been received.