Position Description

Position Title: Development Coordinator
Department/Division: Planning & Development Services
Scope: CUPE 882 – Permanent

Core Purpose of Position
The Development Coordinator is responsible for processing planning related applications and portable sign applications; assisting in enforcing the Zoning Bylaw, Subdivision Bylaw, Portable Sign Bylaw, and other planning related Acts, bylaws and policies; and providing technical support related to mapping and planning data.

Major Duties and Responsibilities

1. Key Duties:
   - Review and process applications and agreements related to subdivisions/consolidations, street naming, civic addressing, minor variances, permanent and portable signs, contract zones, and street, lane and walkway closures.
   - Review and process building and zoning compliance, and zoning memorandum requests.
   - Respond to inquiries and provide assistance and advice to the general public and other City departments on matters related to the Subdivision Bylaw, Zoning Bylaw, Portable Sign Bylaw or any other planning related bylaws or policies.
   - Assign, maintain and amend civic addresses and street names for the city.
   - Follow up on renewals for contract zoning agreements and expired portable sign permits.
   - Complete inspections and assist in enforcing portable signs, development permits, and other Zoning Bylaw related matters.
   - Assist in the coordination and processing of planning related easements and interests and other ISC related processes.
   - Assist in the development or amendment of planning related policies, procedures and bylaws.
   - Create and maintain planning related maps for internal and public use.
   - Collect and assist in the management of data as it pertains to street naming, civic addressing, zoning, etc.

2. General Duties:
   - Attend to inquiries through personal, telephone and written communication.
   - Follows Acts, regulations, bylaws, agreements, policies, orders and procedures.
   - Prepare and maintain records, reports and correspondence.
   - Follow acts, regulations and policies relating to Occupational Health & Safety.
   - Perform other related duties as assigned.

Qualification (Education, Training, Experience)

- Certificate, Diploma or Bachelor’s Degree from an accredited, post-secondary institution in Regional and Urban Planning, Geography or a related field.
- Valid Driver’s License.
- One year or more of related experience is an asset.
Key Knowledge, Technical Skills and Abilities

- Knowledgeable in the basic principles of regional and urban planning.
- Strong customer service and communication skills, both written and verbal.
- Ability to work independently and manage time and tasks effectively.
- Ability to work efficiently with AutoCAD, databases, spreadsheets and web-based applications.
- Able to maintain a high level of confidentiality at all times.
- Have an understanding of the Saskatchewan Land System and function of Information Services Corporation.

Organizational Relationships

Reports To: Planning Manager
Supervisory Responsibility: ☐Yes ☒No
Direct Reports: ☐1-3 ☐4-7 ☐8 or more

Profile Review Information

Date Profile Last Reviewed: June 22, 2022