

Position title: Planning and Legislative Officer Services I

Department: Planning and Legislative Services

Employee:

Reports to: Director of Planning and Legislative Services

### Position Summary

Reports to and receives supervision from the Director of Planning and Legislative Services, and through the application of the *Municipal Government Act (MGA)*, the *Subdivision and Development Regulation*, the Local Authorities Elections Act (LAEA), the Freedom of Information and Protection of Privacy Act (FOIP) along with other Provincial and Federal Acts, and the Town's Land Use Bylaw and other Planning documents, the Planning and Development Officer I is responsible for supporting the Planning and Development office through providing and encouraging land development, legislative services including but not limited to FOIP and records management.

*The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Town of St. Paul (the Town) acting reasonably to meet the business, community, and/or regulatory needs of the organization.*

### Duties & Responsibilities

#### Acceptance of Inquiries & Permits (60%)

- Provide information and answer questions from the public on the development and safety codes permits.
- Receive and file safety code permits under the *Safety Codes Act* and subsequent *Regulations*.
  - Prepare correspondence to owners whom which the contracted agency has been unable to gain compliance to advise them of the infraction and consequences.
  - Receive and review safety codes permits (permit, inspection report, & permit services report) for accuracy against the Quality Management Plan.
- Typing as required by the Director.
- Compile and aid in the facilitation of internal and external audits with minimal supervision from the QMP Manager (Director). This includes working with the Planning & Legislative Officer II as their position oversees the audit process for final approval by the Director. As well, the implementation of any recommended action determined by the Safety Codes Council through the Director.
- Execute duties as delegated by the Development Officer under the Land Use Bylaw.
  - Under the direction and guidance of the Director, carrying out duties as prescribed by the *Municipal Government Act*, *Subdivision and Development Regulation*, other Provincial & Federal Acts and Municipal Bylaws.

Planning and Legislative Services Officer I

Last Updated: January 21, 2021

- Prepare development permit advertisements for review by Director.
- Assist in preparing statutory plans, bylaws, and policies in relation to planning and development.
- Ensure applicants are informed of the process requirements (steps) when inquiring on a development permit or safety codes permits.
- Issue warning letters on developments that are in contravention of the Land Use Bylaw or other enforcement and land-related issues as directed by the Development Officer. This includes discussion in advance of a letter being sent to discuss all options prior to sending out a letter. Education is first enforced rather than a fine under the bylaw.
- Provide exceptional customer service to citizens, real-estate agents/brokers, landowners, prospects retailers, government agencies, and developers.
- Other duties as assigned by the Director.

#### Other duties & Research and Development (20%)

- Provides research and support to the Director for development and legislative services of bylaw, policies, and procedures, and other documents as needed.
- Maintains awareness of development and legislative services trends related to bylaw, policies, procedures and other documents as needed.
- Drafts agendas and minutes as required by the Director.
- Ensures the initial set up of Council Chambers is complete prior to meetings.
- Assists with the planning and administration of elections as determined by the Director.
- Other duties as assigned by the Director.

#### Recording Keeping (10%)

- Assists with the centralization of Town records. Upload and tracks expiring Agreements in the iCompass software. Provides yearly listing to Director for their review.
- Recording keeping: maintains a list of all documents (folders) located in the vault, scanning, filing, archiving and document retrieval.
- Other duties as assigned by the Director.

#### FOIP (10%)

- Assists the FOIP Coordinator with research and requests as needed.
- Assists with the FOIP internal staff training and materials as determined by the Director/FOIP Coordinator.
- Other duties as assigned by the Director.

### Reporting Relationships

*The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town acting reasonably to meet the business, community, and/or regulatory needs of the organization.*

Position reports directly to the Director of Planning and Legislative Services.

Position directly supervises the following:

- None at this time

Position indirectly supervises within the department:

- None at this time

### Qualifications

The following are required in this position:

- Previous clerical experience is required, preferably within municipal setting.
- Knowledge and some experience applying the *Municipal Government Act (MGA)*, and the *Subdivision and Development Regulation* the Local Authorities Elections Act (LAEA), the Freedom of Information and Protection of Privacy Act (FOIP).
- Ability to be respectful, and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
- Time management skills, including punctuality.
- Ability to be accountable for own actions and to work well on a team, including being able to keep an open-mind, be honest, fair, supportive, and to interact with all levels of staff and individuals external to the Town courteously and effectively, ensuring that a positive attitude is employed in day-to-day work.
- Ability to exercise good judgement, be proactive, and respect confidential information.
- Ability to manage multiple, and sometimes conflicting, priorities, while maintaining a strong attention to detail and accuracy.
- Excellent verbal and written communication skills that allow for clear communication of complex matters.
- Intermediate skills in MS Office suite of products.
- Ability to learn and adapt to the changes within external software programs.
- Exudes high standard of ethics and confidentiality.
- At least three (3) years of progressively responsible experience in a municipal or related setting working with planning and development and permitting.

The following are considered assets or preferences in this position:

- Related degree or diploma in land use planning, urban studies or business administration.
- Training in planning and development, applied land use planning, urban studies, or business.
- Safety Codes Council Permit Issuers training.
- Membership in the Alberta Development Officer’s Association and/or Alberta Municipal Clerks Association (AMCA).

**Working Environment, Physical Conditions, and Capabilities**

- This position works primarily indoors in an office setting.
- This position is office based; normal working hours are between 8:30 a.m.-4:30 p.m. with the occasional requirement to work outside these standard hours.
- Limited physical requirements of standing, walking, bending, and sitting. Sitting for longer periods of time may be required given the administrative nature of the role.
- Work is of a moderate to high pace, with periods of time where time pressures or stresses may be experienced given deadline requirements, working with the Town Council, or public relations are required.

**ACKNOWLEDGEMENT and SIGNATURES**

I declare that I have read the contents of this job description and understand that the responsibilities assigned to this position.

**EMPLOYEE**  
**SIGNATURE:** \_\_\_\_\_ **DIRECTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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 this position.