

Position title: Planning and Legislative Officer Services II

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 II is responsible for supporting the Director through 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

Planning & Development processes (60%)

- Provide information and answer questions from the public on the development and safety codes permits.
- Receive safety code permits and/or refer them to the safety codes agency for processing under the *Safety Codes Act* and subsequent *Regulations*.
- Oversee the management of internal and external audits under the QMP for final sign-off of the QMP Manager. This includes the implementation of any recommended action determined by the Safety Codes Council through the Director.
- Execute duties as a 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.
 - Research and guidance to customers on Land Use Bylaw Amendments (Text and Map), as well, as processing of same. Assist and research in the preparation of any 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, safety codes permits, Land Use Bylaw Amendments, statutory plan amendments.
- Oversees warning letters prepared by the Planning & Legislative Services Officer I to ensure all Town policies and bylaws are followed. As well, 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.
- Assists with processing Subdivision Applications and completion of conditions on subdivision approvals. Facilitates on or off site meetings as required.
- Assist with Subdivision and Development Appeal Board (SDAB) hearings and member appointments and training.
- Other duties as assigned by the Director.

Other duties & Research and Development (10%)

- Provides recommendations of best practices to the Director for development and legislative services of bylaw, policies, and procedures, and other documents as needed.
- Reviews department policies annually and provides recommendations to the Director.
- Maintains awareness of development and legislative services trends related to bylaw, policies, procedures and other documents as needed.
- Recording keeping: Assist department with the filing, scanning, archiving and document retrieval.
- Assist with the preparations of the departments annual budget.
- Process requests for discharge of Town caveats on a land title.
- Providing coaching to the Planning & Legislative Services Officer I.
- Executes documents and affidavits as a Commissioner for Oaths for the Town.
- Prepares the yearly supplementary assessments in conjunction with the Director.
- Other duties as assigned by the Director.

Election, Training of Elected Officials, and Census (10%)

- Oversees the municipal census when required.
- Oversees the planning and administration of elections in conjunction with the Director.
- Assist with the inauguration & training of elected officials following an election.
- Other duties as assigned by the Director.

Compliance Certificates (5%)

- Review buildings and property covered within the applicant's purchase agreement and determining if these are compliant with Land Use Bylaw requirements.
 - Reviewing the Real Property Report (PRP) provided.
 - Working with land owner and/or land owner's lawyer's office to gain compliance.
- Receive, review, and process compliance certificate and file search requests.
- Issue compliance certificate or letters of non-conformance to applicant.
- Other duties as assigned by the Director.

FOIP (15%)

- Acts as the FOIP Coordinator, which includes overseeing requests, processing requests, and inquiries for the Town.
- Oversees the FOIP internal staff training and materials as determined by the Director.
- 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 five (5) 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, urban studies, or business.
- 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.
- Use of hands, finger dexterity for typing / writing is required.
- 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.