



The Rural Municipality of McKillop No. 220 is accepting applications for the position of **Development Officer**.

Qualifications:

The Development Officer shall possess several years of office experience and have dealt extensively with the public in an advisory capacity. An understanding of and ability to review basic development applications as well as being able to interpret the municipal zoning bylaw and official community plan. Have the ability to work with minimal supervision, have excellent public relations and be able to incorporate organizational and time management skills to meet deadlines when necessary. Work well in team environment with council, staff and public. Applicants are required to have a valid driver's license.

Duties:

The Development Officer shall be responsible for the issuance of all development, moving, and demolition permits and ensure compliance with the municipalities zoning bylaw, official community plan and any other applicable bylaws and policies. The Development Officer will work closely with Building Inspection Officials for the building permit process. Duties will include but are not limited to:

- Process all development, demolition, building & moving permits
- Follow up inspections or permits issued when required
- Conduct periodic reviews and update of all forms to ensure information is correct
- Be familiar with the building bylaw and municipal zoning bylaw and official community plan and be able to provide recommendations as to improvements
- Ensure all records are maintained in a proper filing system
- Compose and issue written correspondence to applicants
- Research and analyze information and provide sound reports to Council as required

The Development Officer shall perform the additional duties and functions as assigned by the Chief Administrative Officer.

Applicants are invited to submit a resume including salary expectation and a minimum of two references by **March 12, 2021** to:

RM of McKillop No. 220

Attn: CAO

Box 220

Bulyea, SK S0G 0L0

Fax: (306) 725/3206

Email: rm220administrator@rm220.ca