



**EMPLOYMENT OPPORTUNITY
DISTRICT OF LAKELAND NO. 521**

DEVELOPMENT OFFICER

The District of Lakeland No. 521, located in the heart of cottage country at Christopher Lake, Saskatchewan, is accepting applications from qualified individuals to fill the position of Development Officer. Preference will be given to applicants who have experience in municipal planning and development. Expected start date would be flexible but ideally before end of August, 2017.

Qualifications:

The Development Officer shall possess several years of office experience and have dealt extensively with the general public in an advisory capacity. An understanding of and ability to review basic building plans as well as being able to interpret the municipal zoning bylaw and official community plan as it pertains to development permit applications. Must have the ability to work with minimal supervision, have excellent public relations and to incorporate time management skills to be able to meet deadlines when necessary. Work well in team environment with council, staff and public.

Duties:

The Development Officer shall be responsible for the issuance of all development, moving, demolition and building permits and ensure compliance with the municipal zoning bylaw and official community plan. The Development Officer shall perform the additional duties and functions as assigned by the Administrator or council.

- Process all development, demolition, building & moving permits
- Follow up inspections or permits issued when required
- Process stop work orders
- Conduct periodic reviews and update of all forms to ensure information is correct
- Be familiar with the building bylaw and district 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 when required
- Maintain liaison with Saskatchewan Assessment Management Agency to ensure all new construction and development are being assessed.
- CMHS & Statistics Canada reports
- Research and analyze information and provide sound reports to Council as required.

Experience with Microsoft Office software programs is preferred. Salary will commensurate with education and experience. Benefits package provided. Further information on the position may be obtained by contacting the District Office at (306) 982-2010 or at office@lakeland521.ca

Applications marked "Development Officer" will be accepted until 4:00 p.m. Wednesday, July 26, 2017 and may be mailed to the following address:

**District of Lakeland No. 521
Box 27
Christopher Lake SK S0J 0N0**