

## Wheatland County Job Description

**Position:** Development Control Officer  
**Reports to:** Manager of Administrative Services

### Purpose of the Position:

This position is part of the Planning Team and is responsible for development and control within Wheatland County, ensuring that development regulations are administered.

### Typical Job Duties and Responsibilities:

1. Administer the County's Land Use Bylaw and ensure that development occurs in compliance with the Municipal Government Act, the statutory plans, bylaws and policies established by the County;
2. Respond to inquiries from the public, developers, builders and their agents regarding planning and development control matters;
3. Assist applicants with development permit applications;
4. Process and issue decisions related to permitted use development permit applications;
5. Presenting Development permit applications before the Municipal Planning Commission and the Subdivision and Development Appeal Board and preparing recommended conditions on all discretionary use applications;
6. Determining conditions for approval of development permits by interpreting the County's Land Use Bylaw and taking into consideration engineering, fire and safety code requirements;
7. Process applications and provide administrative support of all Safety Code Disciplines through the County's Uniform Quality Management Plan (QMP);
8. Working with applicants and stakeholders to resolve issues arising from development applications;
9. Liaises with government agencies and inter-county departments on development-related materials, ensuring that information and decisions are coordinated and cohesive;
10. Assist in the establishment of County development and permitting process and procedures;
11. Inspecting developments for completion of development permit conditions;
12. Administering and enforcing the County's Land Use Bylaw by conducting site inspections and preparing Notices and Orders;
13. Preparing letters respecting compliance by reviewing legal surveys to ensure setbacks and land use meet requirements of the County's Land Use Bylaw;

14. Assist with the subdivision process by ensuring that conditions of subdivision approval have been met prior to endorsement of subdivision plan;
15. Participate in development and revision of development agreements, statutory plans, bylaws, and the Land Use Bylaw as required;
16. Complete special projects and duties as required;
17. Attend various public open houses and make presentations (if necessary);

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the discretion to add to or change the duties of the position at any time.**

**Job Specifications**

To be effective in the performance of the position described above, an individual would require the following:

- Post secondary training in land use planning or related discipline; or equivalent experience
- Excellent organization, oral and written communication skills
- Well developed interpersonal skills and a demonstrated ability to deal with the public in a courteous and efficient manner
- The ability to work with municipal Council
- Knowledge of municipal legislation and relevant statutes
- Proven overall local government development experience
- Proficiency in computer skills
- Demonstrated ability to work effectively, both independently and as part of a team
- Valid Class 5 driver's license and clean driver's abstract

**DECLARATION:**

I hereby certify that I have read this description, and that I accept it as being a true representation of the typical duties and level of responsibilities assigned to the position of Development Control Officer.

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DATE

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SIGNATURE