

DEVELOPMENT OFFICER, 1 YEAR TERM

Kentville is growing and evolving! We are looking for a Development Officer to help support the town through change and growth.

About us:

Kentville is where you go for fantastic festivals, regional sports events, mountain biking, nature-based experiences, delicious food, and welcoming community spaces. When you walk through town you will come to know your neighbours but also business owners and town staff. You will be drawn to our beautiful Miners Marsh Park, our award-winning library, and dozens of unique shops and restaurants. This town really is a Breath of Fresh Air.

Kentville strives to deliver high quality services, programs and support to residents and property owners. Recreation, support for business, and responsible sustainable financial management are top priorities at the Town of Kentville to make this community one of the best in the province and in Canada. We aim to deliver on our brand promise to be “A Breath of Fresh Air” for all our municipal services, and also in the working environment of town hall.

If you are looking for a collaborative team setting, working closely with others to achieve collective goals and objectives while having a little fun, this is the place for you! Town staff are key to the success of our organization and share a commitment to provide our residents and taxpayers with respectful and responsive service. Whether we are replacing a bridge on a trail, liaising with a developer for a housing project, hosting a national mountain bike competition or sending out property tax bills, our staff have a standard of care that promotes respect, inclusion, diversity, and accessibility.

We are looking for candidates who enjoy collaboration, creativity and problem solving to work with the Town of Kentville team. If you are a big picture thinker who values the collective achievement of a greater team, then we want to see your application.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Kentville has an Employment Equity Policy and we welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your application form, covering letter or resume. Contingent on meeting the minimum education or equivalent experience*, your application will be a high priority during the screening process.

**Minimum education or equivalent experience: The Town of Kentville understands that work experience and education can both be significant and meaningful forms of career advancement.*

About the job:

The Planning and Development Department manages the growth, development, and physical form of the town. The Development Officer is a position that supports all other members of the staff team. This most important roles of the job are the management of development permits and subdivision files. Kentville has a reputation for being friendly, informative, and efficient in the local development sector because of this role. The position is supported by the work of the Director of Engineering and Public Works for their understanding of infrastructure services and is also supported by the Community and Economic Development Coordinator for their connection to the business, tourism and development. This team works together to manifest Council's vision of growth and development in the town.

Kentville is on the cusp of expanding into a largely undeveloped residential region, which will soon be opened for strategic and responsible development. The planning department will play a key role in creating a vision for this neighbourhood and implementing that vision. This is a fantastic opportunity to be part of a team that will help shape this beautiful town.

The Town of Kentville is a small team and members take on tasks that best support the group. A professional with a background in mapping and GIS would **greatly** benefit the team by crafting maps for the Senior Planner, the Community and Economic Development Coordinator, the Engineering and Public Works Department, the Recreation Department, as well as several other staff on occasion. The mapping component of this role has been an important way for staff to give projects, reports, and events more clarity through precise, colourful, and organized maps. **We encourage candidates with experience in GIS and mapping to note this in their application and will be considered strong candidates for the job.**

The Development Officer will report to the Director of Engineering and Public Works and will be a capable communicator as they prepare and present detailed maps and reports for staff and various committees and through engagement with the public.

Kentville offers a competitive compensation and benefits package that includes health, dental and vision coverage. We offer an employee assistance program and an annual \$150 Wellness Benefit. Staff are encouraged to seek training and support for professional development and can participate in flexible work schedule and/or remote work supported by technology assets.

About you:

- Minimum of two (2) years experience in a municipal planning environment.
- University degree or technician diploma in Planning Technology or related degree, diploma in Geographic Information Systems or equivalent also considered.
- Proficiency with GIS mapping and analysis is considered a great asset. Knowledge in AutoCAD, COREL Draw and GPS.
- Advanced experience in Microsoft Office
- Thorough knowledge of the Municipal Government Act, and other legislation relevant to administration of the Land Use Bylaw and Subdivision Bylaw.
- Ability to communicate effectively both orally and in writing.
- Must have excellent customer service skills

We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to jobs@kentville.ca or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6. This competition will remain open until the position is filled.

Detailed Responsibilities:

The following is a general outline of the duties and responsibilities of the Development Officer. The listing is not intended to be all-inclusive or to limit the Director's right to assign other duties.

- The Development Officer shall administer the Towns land use by-law(s) and subdivision bylaw. Required duties include the following:
 - interprets and administers the Land Use By-Law
 - review development permit applications
 - issues or refuses development permits (including pool permits)
 - processes variance applications
 - processes site plan applications
 - assists in processing land use bylaw amendment requests
 - issues vending permits
 - issues special events permits
 - interpret and administer the Subdivision By-Law
 - processes subdivision applications
 - approves or refuses subdivision plans
 - file approved and endorsed plans at the Registry of Deeds
- Maintains automated tracking systems, hard copy files and records.
- Collects and compiles data, research material, and other information required by planning project end use, prepares tabulated data with required quality standards, collaborates with the Director and others to determine information needs and follows up on additional resources as required.
- As directed researches and prepares reports with recommendations on planning studies, land use conflicts, municipal planning strategy and by-law amendments and development agreements.
- Keep fully informed of developments in legislation, administration practices, professional organizations, educational opportunities, and cost shared programs as they may apply to the operation of the Planning Division and report such changes, developments and opportunities to the Planner/Development Officer.
- Maintain good public relations in dealing with the citizens. This employee must recognize that he/she is a public servant and must use the utmost respect at all times when dealing with other staff, the general public and Council.
- Attend Council meetings, Committee meetings and Public Hearings as required.
- Carry out any and all duties and responsibilities that the Director of Planning shall see fit to direct or that shall arise from time to time.

Additional Responsibilities:

Should the candidate have relevant experience in Geographic Information Systems, the following is a general outline of the duties and responsibilities that could be considered an asset to the organization. The listing is not intended to be all-inclusive or to limit the Director's right to assign other duties.

- Preparation of maps and other information supporting projects and planning applications in the Town (Amendment application, Public Hearings, Council meetings etc.)
- Update and maintain the civic addressing database
- Provide GIS support to the Planning and Engineering Departments, including but not limited to updating any mapping amendments to MPS and LUB and updating and maintaining municipal infrastructure asset mapping
- Provide event maps as requested by the Community and Economic Development Coordinator, Parks and Rec Department and Kentville Business Community