



CAPE BRETON REGIONAL MUNICIPALITY

Assistant Development Officer

Temporary Full Time – One Year Term

JOB SCOPE: Reporting to the Development Officer, the Assistant Development Officer is appointed by Council to share, in:

- the administration of CBRM's two land use bylaws;
- the administration of any Development Agreement entered into pursuant to the Municipal Government Act and in compliance with a CBRM Municipal Planning Strategy;
- the administration of CBRM's Subdivision Bylaw; and
- the submission of approved plans of subdivision to the Province's Land Registry in compliance with a Municipal Development Officer's responsibilities pursuant to the Municipal Government Act and pertinent Acts and Regulations under the Province's Land Registry bureaucracy.

STATUS: Inside Bargaining Unit

SALARY: As per Collective Agreement

Education, Experience and Knowledge: ***Copies of all required certificates must accompany application to be considered.**

- A degree in Planning or a related field, or diploma from a post-secondary technical college in a planning field is preferred (**Must include copy**);
- Certification by the Municipal Development Officer's Association is a preferred credential to assume this responsibility and an expected requirement after 5 years in the position (**Must include copy**);
- Without the above-mentioned degree, diploma, or certification, two years previous employment experience as an Assistant Development Officer or Development Officer, or a combination of related training and experience that demonstrates a capability to assume the duties of an Assistant Development Officer.
- Good knowledge of the Municipal Government Act and other legislation relevant to the administration of CBRM's land use bylaws and Subdivision Bylaw, and the bureaucratic procedures of the Province's Land Registry as it relates to the submission of approved plan of subdivision.
- Ability to communicate effectively both orally and in writing.
- General knowledge of computer systems, and computer applications used in a planning office.
- An understanding of the importance of GIS as an integral tool to support the Assistant Development Officer in the performance of his/her duties;
- Excellent ability to read and interpret site plans, and survey plans, and a rudimentary ability to read and interpret building construction plans.
- A medical assessment including vision and hearing tests may be required. Medical assessment must show the capacity of performing tasks of the classification (**This is not required at time of application but will be required prior to hiring**).
- Must possess and maintain a valid Nova Scotia Driver's License (**Must include copy**);

CLOSING DATE FOR APPLICATIONS: 4:00 P.M., Friday, October 16th, 2020

Applications quoting **REFERENCE # 19.17-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303
Sydney, Nova Scotia B1P 7B9 Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during
regular working hours (8:30 a.m. – 4:30 p.m.)

**Although we thank all applicants for their submissions, we will respond only to those we
wish to interview.**

CAPE BRETON REGIONAL MUNICIPALITY

POSITION DESCRIPTION: Assistant Development Officer

DEPARTMENT: Planning and Development

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STATUS: Union - Inside Bargaining Unit

MAIN FUNCTIONS:

- the Assistant Development Officer shares, with the Development Officer, the performance of a broad range of responsibilities delegated to the Development Officer including:
 - processing of Development Permits and applications for subdivision approval;
 - interpreting the Bylaws and Development Agreements which are the responsibility of the Development Officer to administer;
 - the investigation of alleged violations of the Bylaws under the Development Officer's jurisdiction
 - the provision of consultative advice to prospective developers and the professionals serving them to assist them in complying with the various provisions of the Bylaws under the Development Officer's jurisdiction and to assist them in complying with the various bureaucratic and legal procedures to obtain Development Permits and subdivision approval.
 - conducting inspections in support of the Development Officer's responsibilities:
- the Assistant Development Officer shares with the Development Officer the management of a records system for the various applications, appeals, and violations processed.
- The Assistant Development Officer will temporarily assume the role of Development Officer during the Development Officer's absences because of vacation, sick leave or other leaves of absence pursuant to the Collective Agreement between CBRM and the employees union. While acting in this position, the Assistant Development Officer reports to the Director of the Planning and Development Department.

Education and Experience:

- A degree in Planning or a related field, or diploma from a post-secondary technical college in a planning field is preferred;
- Certification by the Municipal Development Officer's Association is a preferred credential to assume this responsibility and an expected requirement after 5 years in the position;
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