

# Officer Senior, Development - 1851

## Position Title

Officer Senior, Development

## Status of Position

Permanent Full Time



## Position Description

**Job posting closes: May 23, 2023 at 05:00 p.m. Yukon Standard Time**

An Eligibility List may be established from this job posting – The duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full – time, permanent part-time, temporary full – time, temporary part-time, term or casual vacancies based on the requirements of the organization within the same classification. Future vacancies for similar positions will be filled by going to the next highest ranked candidate until the eligibility list expires.

This position is covered by a collective agreement between the City of Whitehorse and the Public Service Alliance of Canada/Yukon Employees Union.

The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

# Officer Senior, Development

**Job Code: 279**

**Department: Land & Building Services**

## Job Summary:

Under the direction of the Land Development Supervisor, the incumbent assists with the effective and efficient delivery of development permitting and enforcement under the Zoning Bylaw.

## Duties and Responsibilities:

1. Oversees and implements the daily operations for the intake and review of development permit applications, issuance of development permits and enforcement of regulations under the Zoning Bylaw.
2. Plans, schedules, directs and ensures the quality of work of assigned staff. Also trains assigned staff and contributes to their recruitment, performance appraisals and disciplinary action.
3. Oversees the preparation and circulation of Development Review Committee agenda package.
4. Develops and maintains development permit application forms, informational brochures and City webpages related to the development permit application process.
5. Responds to customer, consultant, internal and external agency enquiries; coordinates internal meetings to review permit applications; provides information and direction relating to development permit and building/plumbing permit application submissions and process.

6. The incumbent organizes and facilitates City multi-departmental pre-review meetings with applicants for complex development permit applications and provides direction to applicants and consultant agencies.
7. Coordinates and liaises with Planning & Sustainability Services Department with respect to the application of Zoning Bylaw regulations and reviews and provides input for bylaw amendments.
8. Reviews investigative procedures and evidence collected by reporting staff related to Zoning Bylaw offences. Determines if sufficient evidence to proceed with enforcement action and directs preferred enforcement strategy to reporting staff.
9. Conducts ongoing departmental process reviews and provides input and recommendations to departmental policies and procedures to enable effective coordination between department sections to ensure timely issuance of development permits and building/plumbing permits and compliance with development permit conditions through building occupancy approvals.
10. Leads special projects related to departmental process improvements and efficiency, permitting modernization and innovation, and land and building bylaws and policy revisions.
11. Maintains and compiles statistics relating to development permits and prepares and presents reports.
12. Follows, and ensures that reporting staff follow, so far as is reasonably practicable, established safety procedures and standards.
13. Acts as Land Development Supervisor and Manager, Land & Building Services as assigned.
14. Other related duties.

### **Category**

Business, Finance & Admin

### **Position Requirements**

### **Working Conditions:**

Majority of the work is performed under normal office conditions. Potential for exposure to inclement weather when conducting external site inspections. Works 7 hour shifts Monday to Friday.

### **Knowledge and Skills:**

- A university degree with major course work in Community Planning, Urban Studies or a related field; or demonstrated, equivalent training and experience.
- A minimum of five years' progressive experience in planning and development in a municipal environment.
- A minimum of 6 months of on the job experience.
- Extensive knowledge of Zoning Bylaw, permitting processes and other related land use and development approval regulatory documents.
- Proven inter-personal, conflict resolution, negotiation and organizational skills.
- Superior written and verbal communication skills.
- Demonstrated ability to work independently, make decisions and provide direction with minimal supervision.
- Valid Class 5 Driver's License.

An equivalent combination of education, training and experience may be considered.

### **Examples of Equipment to Operate:**

Vehicle, general office equipment, Point of Sale, computer with software applications such as Outlook, Word, Excel, Microsoft Dynamics (GP) and GIS.

### **Other Details:**

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via [www.whitehorse.ca/careers](http://www.whitehorse.ca/careers). Instructions on applications are provided at <https://www.whitehorse.ca/our-government/employment/how-to-apply/>. If you have any further questions regarding this posting, please contact the recruiter at [HR@whitehorse.ca](mailto:HR@whitehorse.ca).

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

**Employment Contract**

YEU Local Y046

**Range**

\$40.05 - \$47.12

**Hours Per Week**

5 X 7 Hours

**Guaranteed Minimum Hours**

35

**Start Date of Position**

6/6/2023

**End Date (Temporary and Term)**

**Number of Hires Needed**

1