

## Assistant Development Officer

*Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.*

***The Municipality of Colchester is committed to treating people fairly, with respect and dignity. Our goal is to continue to move forward as a diverse and inclusive community representative of the citizens we serve by offering equal opportunities free of biases. We have formed an Equity, Diversity, and Inclusion Committee to keep us accountable and to help us reach this goal.***

***The Municipality encourages all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Colour, Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify on their applications.***

**About the role:** This full-time permanent position reports to the Manager of Planning Services. The primary responsibility of this position is to provide support to the Development Officer in the day-to-day functions of the Community Development office. This can include the administering of bylaws as provided by the Municipal Government Act, providing property status reports and zoning information, reviewing development permits, variance applications and site plan approvals, conducting site visits and investigations of properties, reviewing subdivision applications in accordance with the subdivision bylaw and regulations, maintaining appropriate records of all development control, subdivision and zoning activities, and helping to prepare development and subdivision reports and statistics.

**Salary range:** Range 7, \$69,609- \$80,724

**Benefits:**

- Group Benefits - Health, Dental, Life, Long Term Disability, and Accidental Death & Dismemberment
- Retirement Plan - Nova Scotia Public Service Superannuation Plan (Employer matched)
- Professional Development Opportunities & Fitness and Well-being Incentives

**Qualities to succeed in the role:**

- Well-developed organizational skills
- Excellent research skills
- Work cooperatively in a team environment
- Ability to communicate effectively with the public
- Ability to communicate effectively with government officials

**Education and Experience:**

- A degree or college diploma in planning, GIS, geography, or related.
- A minimum of 3 years of relevant experience in a municipal development environment.
- Certification with the NS Development Officers Association or ability to obtain is required.
- An understanding of the Nova Scotia Municipal Government Act with emphasis on Parts 8 and 9.
- Understanding of Municipal Planning documents and their relationship to land use development.
- Experience in reading and interpreting site plans, survey plans, and building construction plans.
- A working knowledge of GIS would be considered an asset.

***The Municipality supports the principles of the Nova Scotia Human Rights Act and the principles of inclusion for persons with disabilities in the Nova Scotia Accessibility Act. Applicants are encouraged to contact Human Resources at (902) 843-4193 should assistance be required throughout the application and hiring process.***

**Only those selected for an interview will be contacted or updated on the status of their application.**

Please submit a resume by October 10, 2024, to Kelly MacIsaac, Human Resources Specialist with the Municipality of Colchester at [kmacisaac@colchester.ca](mailto:kmacisaac@colchester.ca). To learn more about us, please visit our website at [www.colchester.ca](http://www.colchester.ca).