DEVELOPMENT SERVICES (DS) COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Development Services or designate. This position will support the coordination and delivery of development services functions, including current and long range planning, building inspection, bylaw enforcement, geographic information services (GIS), information systems (IS), and inquiries from the public, staff and other agencies.

DUTIES

- Provide support to all of the functions and services provided under the umbrella of the Development Services department, including, but not limited to:
    - Planning
    - Building Inspection
    - Bylaw Enforcement
    - Geographic Information Systems
    - Information Systems (IS)
- Responsible for initial review of development applications for completeness with Regional District requirements before further review by other staff.
- Responsible for developing, maintaining and coordinating department records. (Coordinating with PRRD records management department)
- Liaise with the Administration Department to ensure that department bylaws are regularly consolidated, up to date and posted in required public media outlets.
- Liaise with the Administration Department maintenance and development of file tracking systems for planning, building inspection, bylaw enforcement, house numbering, and others as required.
- Provide assistance to PRRD departments regarding Development Services' functions, processes and policy.
- Assist with correspondence and report preparation/recommendations related to department functions.
- Coordinate the preparation, conduct and documenting for public meetings, committees and notifications.
- Prepare and maintain department information for public distribution (ie. pamphlets, bylaws, reports, forms, etc.) and monitor department content on PRRD website for being up-to-date and accurate.
- Participate and provide input in the preparation of department policies and procedures.
- Provide information and guidance to the public, builders, developers, government agencies and consultants explaining department functions, processes and policy.
- Attend evening and weekend meetings as required.
- Assist and provides input with the preparation of the annual department report.
- Research historical property information.
- Prepare property inquiry responses and letters.
- Liaise with PRRD Communications Manager to coordinate and assist with department requirements for internal and external communications.
- Receive and coordinate the review and response to referrals from outside agencies for matters such as, subdivision, mining, environmental permits, crown land authorizations, petroleum and gas tenures, oil & gas developments, ALR, environmental assessments, and others that may arise.
- Performs other related duties as assigned.

- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- Diploma or certificate in local government administration, planning, bylaw enforcement, or an equivalent combination of related education, training and experience.
- Three (3) years related experience in local government (preferably associated with a local government development services department)
- Ability to work independently, including experience in area reconnaissance.
- The ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general processes related to development services functions.
- Strong interpersonal skills suitable for working with the public, elected officials and diverse professionals.
- Considerable knowledge operating personal computer equipment and standard office software such as, word processing, spreadsheets, e-mail, scheduling, presentations and desktop publishing, PDFs and task management.
- Ability to work effectively in a team environment.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position