

Development Officer

CAPITAL REGION SERVICE COMMISSION

www.capitalrsc.ca

Fredericton, NB

The Capital Region Service Commission is seeking a Development Officer, reporting to the Commission's Director of Programs in its Fredericton office. The position requires extensive contact with the public as well as extensive travel throughout the assigned territory. The successful applicant must have a reliable means of transportation and possess a valid driver's license. The following responsibilities are the primary duties of the position. Other related duties necessary to the operation of the Commission may be assigned.

- consulting with the public and liaising with government department.
- analysis of tentative subdivision plans and development applications.
- assisting in the preparation of development applications to the CRSC PRAC.
- approve for registration of final subdivision plans, deeds, leases, exemptions etc.
- preparing zoning confirmation and compliance letters.
- work closely with the By-Law Enforcement Officer to monitor, record and prepare follow up documents for Court, Councils and staff; and
- monitor building permit applications to ensure they are processed in a timely manner.

Desirable Training and Experience

Graduation from a program in land use or related program from a recognized university or a community college in a related field with at least one year of practical experience is desired. A combination of education and experience may be considered. Surveys, by-law enforcement or development. Written and spoken competence in English is required.

Applicants must demonstrate on their application how, when and where they have acquired the qualifications and skills required for this position. Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

Salary will be based on education and experience. Expected salary range: \$50,714.00 to \$76,828.00.

Subject to the response to this competition, the commission reserves the right to consider individuals with similar qualifications or experience. Application must be received by email at mstone@capitalrsc.ca or the following address by January 24, 2025.

Capital Region Service Commission
Attention: Mary Stone, Office Manager
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Fredericton, NB, E3B 2T8
Telephone: (506) 453-2956