

Career Opportunity

Development Officer (Full-time/Permanent)

The City of Summerside is seeking a highly motivated and skilled professional to join our team as a **Development Officer**. Reporting to the Planning Officer, this role is central to providing planning and development services for the City and ensuring the effective administration of the City's planning and development bylaws. This is an opportunity to work on impactful community projects, influence the City's development, and collaborate with dedicated professionals in a dynamic municipal environment.

Reporting to: Planning Officer/Director of Technical Services

Key Responsibilities:

Regulatory & Bylaw Administration

- Enforce and interpret bylaws, providing guidance to the public, developers, contractors, City staff, and Council.
- Work closely with the Planning Officer and Technical Services Department on policy updates and bylaw and plan improvements.
- Submit Council-approved reviews and amendments of the planning and development bylaws and Official Plan to the Minister of Housing, Land and Communities for approval.

Development Review & Technical Support

- Review and issue decisions on a variety of development, site plan, and subdivision applications.
- Prepare reports, recommendations, presentations, and technical advice for the Planning Board, Council, and City departments on complex development permits, subdivisions, and bylaw and plan amendments.
- Maintain and administer civic addressing for the City.
- Conduct site visits as needed.

Public Engagement & Reporting

- Prepare materials for public meetings, including letters to adjacent landowners.
- Represent the City at Council, Planning Board, committees, and community meetings.
- Liaise with government agencies, elected officials, municipal staff, and community stakeholders to support community development goals.



- Carry out other duties as assigned by the Planning Officer or Director of Technical Services.

Qualifications and Competencies:

Required

- Bachelor's degree in Urban Planning or a related discipline from a recognized university or technical institute.
- Minimum of two (2) years of related professional experience.
- Strong knowledge of land use planning principles and bylaw implementation.
- Proven ability to think critically, analyze technical issues, and develop recommendations.
- Effective conflict management skills
- Proficiency with ArcGIS and Microsoft Office Suite.
- Excellent oral and written communication skills.
- Valid driver's license.

Preferred (Assets)

- Membership in the Atlantic Planners Institute.
- Experience in a municipal or public sector planning environment.

What We Offer:

- 3 weeks of vacation to start
- Defined benefit pension plan
- Comprehensive medical and dental coverage
- Employer-paid Employee Assistance Program (EAP)
- A supportive and welcoming work environment in a safe, thriving community

Hours: 40 hours per week

Salary: \$78,509 – \$84,671 annually

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "Development Officer" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Friday, **September 12th** at **12:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.