Job Description

Working Title:	COMMUNITY DEVELOPMENT OFFICER
Position Type:	TEMPORARY
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 5
Division:	Mental Wellness and Healthy Relationships
Department:	Community and Social Development
Reports To:	General Manager, Community and Social Development

☐	New Position
☒	Update of current position
☐	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

The Community Development Officer is responsible for implementation of community-based initiatives that support the strategic goals of the Town of Stony Plain.

By working in collaboration and partnership with community groups, organizations, and individuals, the Community Development Officer takes steps to support positive action for community development, makes evidence-based recommendations and decisions, acts in an entrepreneurial way to create opportunities, and seeks continuous improvement.

The responsibilities include community consultation, partnership building, research and assessment of options, recommendations for implementation, development of project plan, activities launch and coordination, project budget management, and evaluation.

SECTION 2: KEY RESPONSIBILITIES

NOTE: Time spent on each area of responsibility will vary depending on the scope of the activity, complexity of the problem, knowledge of community partners, available funding, or other factors. In general, projects and community initiatives will follow a project life cycle of Plan-Do-Check-Act where project progress may require returning to a stage to reevaluate the approach. It is anticipated that over a period of time, approximately equal time will be dedicated to the key responsibility areas.

Time Percentage	Key Responsibility
10	**Research** • Coordinates and manages the collection, delivery, entry, analysis and reporting of data. • Ensures that the relevant research methodology is applied and all research materials are handled with a high degree of ethics. • Engages in various needs assessment and data collection activities such as interviewing clients and community members, gathering and compiling statistics, administering surveys, and facilitating focus groups. • Conducts literature review of relevant strategies and models to determine options for the community.
40	**Community Development** • Engages residents to participate in the community. • Presents findings and solicits input from community groups and community members. • Reviews options and prepares recommendations that will support community capacity building in addressing the strategic initiatives. • Identifies milestones, outcomes, and evaluation mechanisms or strategies to demonstrate progress on the proposed activities within the community response strategy. • Plans, delivers, and promotes events and activities to support community strategies. • Refers clients and participants involved in the research and community engagement to appropriate agencies and services if required and supports the community to connect to resources • Provides coaching and support to empower the public and stakeholders to develop solutions and implement decisions.
30	**Relationship Building** • Promotes a positive, professional public image of Stony Plain and is responsive to members of the community through active listening and positive communication • Develops an inclusive environment to support participation of community members with lived experience or who have been marginalized in community life and empowers participation. • Identifies and develops collaborative partnerships with community groups and partners to clarify purpose and vision of the strategies. • Coordinates policy development and advocacy strategies including government and stakeholder engagement, action group and coalition participation, and community mobilization.
10%	**Leadership** • Develops statements of work, negotiates contracts, and evaluates performance related to consulting firms or consultants hired to complete elements of the strategic initiative workplans. • Provides recruitment, orientation, performance management, evaluation, and training for students, volunteers, program assistants or contract employees who are supporting the portfolio. • Leads departmental or municipal-wide initiatives within the scope of the position.
10%	Other duties as assigned and within the scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Contractors and/or Consultants as needed by projects	☐	☒
Students/Volunteers and Program Support Assistants as needed	☒	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- Undergraduate degree in social sciences, human services, health related discipline or other discipline related to the position. A graduate level degree in a similar field would be an asset.
- Three to five years prior work experience with a community development focus.
- Experience in project management, communications and facilitation.
- Experience in supportive public health or advocacy, public policy development, community capacity building or related fields would be assets.
- Experience working in positive collaboration with community partners in the Stony Plain, Spruce Grove and Parkland County region would be an asset.

  OR
- Equivalent combinations of education, training, and experience may be considered.

Required designations, licenses, Certificates required:

- Valid Alberta driver's license and transportation required.

Required Knowledge, Skills and Abilities:

- Excellent written, verbal and interpersonal communication skills, including the ability to convey information clearly internally and externally to members of the public, community organizations and government agencies.
- Demonstrate a sound understanding of research methodologies and the ability to provide guidance and respond to questions from community partners.
- Ability to motivate and inspire individuals towards change.
- Excellent conflict resolution and problem-solving skills.
- Demonstrate the ability to make sound judgments and execute professionalism in response to sensitive issues.
- Strong organizational and project management skills, including group facilitation and presentation skills.
- Strong writing and analytical skills, including the ability to conceptualize paper outlines, to draw policy and practice implications from data and research, and to summarize technical research projects.
- Ability to work independently with minimal supervision and within a team environment.

Software/Technology

- Proficiency in MS Office Suite including PowerPoint, Word and Excel

PHYSICAL EFFORT	
☒	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine Working with difficult or distressed clients occurs periodically. There is a need to manage complex and challenging conversations with community partners where resources and funding may be at stake or service delivery and organizational philosophies may not align. The work requires thinking and analytical skills to resolve complex community issues and is not repetitive. The need to constantly refine and refresh approaches can be challenging as can needing to repeat planning or evaluation steps as priorities shift, new information is brought forth, or community partners change. There is a need to manage stress and ensure recognition of positive mental health approaches.
☐	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
☐	Regular, frequent or sustained and considerable physical effort tis required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
☒	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
☐	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
☐	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.

Employee Name (if applicable): _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Review Date: _____