

Job Description

Land Administration Officer

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Land Administration Officer is responsible for managing land administration and maintaining lands records in order to ensure that Hamlet land is used in an appropriate manner.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Land Administration Officer reports to the Senior Administrative Officer and is responsible for maintaining records of Hamlet lands and land use, researching and processing applications for land use and assisting with community land use planning.

Failure to provide adequate services may result in inappropriate use of land and disputes over land ownership.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Maintain records of Hamlet land and land use

Main Activities

- Identify and maintain records of Hamlet land
- Maintain records of land use and areas for potential development
- Manage records of land use agreements and contracts
- Maintain land use plans
- Read, interpret, catalogue and maintain maps, air photography and satellite images
- Maintain the land inventory database

2. Process applications for land use

Main Activities

- Receive applications for land use
- Determine land ownership
- Conduct research on land use applications
- Identify and consult with stakeholders with authority on land issues
- Consult applicable legislation and by-laws concerning land use
- Review applications to ensure compliance with land use guidelines and legislation
- Perform site inspections
- Submit applications to Council with recommendations to approve or reject the application
- Draft and execute approved land use documents
- Advise applicants of rejected applications

- Process documents
- Explain appeals process and assist with completion of appeals

3. Assist in community land use planning

Main Activities

- Identify land use issues
- Conduct research on land use issues and consult with stakeholders
- Identify potential land for development or use
- Identify other stakeholders
- Ensure land use by-laws and policies comply with legislation
- Assist with amendments to community land use by-laws
- Assist with updates of community land use plans

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ land use planning theories and practices
- ✓ land use legislation and by-laws
- ✓ land use application and appeals process
- ✓ land claims and negotiations processes
- ✓ reading and interpretation of maps and satellite images
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ ability to communicate effectively in English and Slavey
- ✓ computer skills including the ability to operate AutoCAD, spreadsheet and word-processing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Lands Management Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Land Administration Officer would normally attain the required knowledge, skills and attitudes through completion of the School of Community Government's Community Land Administration Program or post secondary training in Lands Administration or Business Administration with related experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Land Administration Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Land Administration Officer may also have to do some light lifting of supplies and materials from time to time. .

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Land Administration Officer may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Land Administration Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Land Administration Officer to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Significant stress is caused by the need to reject applications for land use. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.