



Lesser Slave River

Administrative Assistant: Planning & Development

Competition # AAPD2024

The Municipal District of Lesser Slave River is seeking a full-time, permanent **Administrative Assistant-Planning & Development**. This position is located in Slave Lake.

The Planning Administrative Assistant is the main point of contact on all planning matters, including development permit, subdivision and land use amendment applications, complaints, interpretation of Bylaw regulations, and enforcement items. The Planning & Development department administers the development permitting and compliance certificate process as well as ensuring building and renovation design meets the high-quality standards expected by applicants and developers.

The position provides support regarding:

- The preparation of land use and development applications, Area Structure Plans, Neighbourhood Structure Plans, Outline, Plans, and public and private proposals.
- Preparation of background research reports and various due diligence reports.
- Monitoring and management of applications on behalf of clients.
- Preparation of public engagement materials and attendance/presentation/
- Facilitation at Public Open Houses.
- Preparation and presentations at Planning Commissions, Council (Public Hearings), and other various committees as required.
- Policy analysis and writing.

Other Responsibilities:

- Maintaining billing records and cash collection.
- Organizing and filing responsibilities.
- Compose and distribute email, correspondence memos, letters, faxes and forms in a professional manner with accuracy and efficiency.
- Assist in research, compile information/data, composing policy, procedures or reports.
- Takes on a variety of duties assigned that may not be part of the regular day to day expectations.
- Effective communication, customer service and interpersonal skills to effectively maintain professional relationships and communications with management, coworkers, internal customers and the public.
- Acts in alignment with MD values and workplace policies; identifies when things are out of alignment and acts as an agent for positive change.

Qualifications:

- Diploma in Business Administration and/or Applied Land Use Planning Certificate –*preferred*
- Membership in the Alberta Development Officer Association –*asset*
- Well versed in the Municipal Government Act, Land Use Bylaw and other municipal bylaws, policies, and standards related to land use and development, together with associated enforcement procedures –*asset*
- Strong knowledge of Microsoft Office (Word, Excel Outlook) –*required*
- Valid Class 5 Drivers License –*required*
- Ability to work effectively in a government setting with a focus on customer service, tact, and professionalism –*required*

Salary Range: \$27.66 - \$36.40 (\$52,144 - \$68,818), dependent on education/experience.

Please submit your application to recruitment@mdlsr.ca referencing “AAPD2024” in the subject line. We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

Municipal District of Lesser Slave River no-124

Box 722 Slave Lake, Alberta T0G 2A0

recruitment@mdlsr.ca