



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY

Planning and Development Officer

Reporting to the Director of Planning and Development, this position is responsible for administrative support to the Planning Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for administering the Street Numbering Bylaw, which includes assigning civic addresses, notifying relevant agencies, and updating the Street Numbering Bylaw as required.
- Responsible for reviewing and approving Detailed Lot Grading Plans, Lot Grading Certificates and conducting Lot Grading Inspections. Responsible for the issuance of Lot Grading Compliance Letters and Letters Respecting Lot Grading Compliance or non-compliance and any enforcement that may be required.
- Provides land use and development information to the public, developers, consultants, contractors, etc. and is the primary customer contact for the department.
- Responsible for assisting the Planning and Development Department in the issuance of various routine development related permits, correspondence and regulations as required such as development permits, compliance letters, bylaw amendments, and enforcement letters.
- Prepares monthly/yearly summary of Development Permits i.e., Building Value Reports and provides information to Statistics Canada and advises the Town Assessor.
- Responsible for the maintenance of the various filing systems throughout the Planning Department.
- Discretion and confidential handling of organizational information and matters.
- In the absence of the Planning and Development Officer, provide backup support for the Planning Department.
- Perform other related duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Grade 12 Diploma or equivalent.
- Post-Secondary Education in Secretarial Sciences is preferred
- A minimum of three (3) years related work experience

SKILLS REQUIRED:

- Proven communication and public relations skills.
- Ability to work independently or as part of a team.
- Strong organizational skills including good records management and ability to handle multiple priorities
- Proficient in the use of computers and other office technology
- Good research and ability.
- Proven reliability and discretion in following policy and procedures (e.g. in relation to the handling of confidential information and records).

Note: The above is not an intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Long periods of sitting.
- Extensive use of computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of a maximum of 7.5 hours; however, occasional extended hours may be required.

HEALTH & SAFETY:

Must adhere to all safety standards under the Occupational Health and Safety Guide, Town Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the Town's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

All personnel working at the Town of Slave Lake are governed by the Health & Safety Policy.

- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced
- Ensures all operations are conducted in a safe manner and in accordance with Town Policies and all Occupational Health and Safety Rules and Regulations.

Please note:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills and personality assessment test.
3. The successful candidate must provide professional references and an acceptable criminal record check.

The Town of Slave Lake has an attractive compensation plan and generous benefits package.

How to apply:

Send your cover letter and resume (ensuring to include the job title in your email subject heading) to:

Human Resources, Town of Slave Lake

10 Main Street S.W. P.O. Box 1030, Slave Lake, Alberta T0G 2A0

E-mail: hr@slavelake.ca

The application review process will be ongoing and the position will remain open until filled.

We thank all applicants for their interest; however, because of the volume of applications, we will contact only those under consideration. We will review all applications carefully to determine which candidates' qualifications and experience closely match our requirements

Thank you again for your interest.