



Smoky Lake County
4612 McDougall Drive
Box 310
Smoky Lake, AB
T0A 3C0

**Planning & Development Assistant
Smoky Lake County
Permanent, Full-Time Position**

October 23, 2018

Competition #: SLC-PD-001

Smoky Lake County is a rural community located 120km northeast of Edmonton that is searching for talented and motivated individuals who have an enthusiastic attitude. We provide an opportunity to make a difference by serving the community while working in an exciting environment.

Smoky Lake County is seeking to fill a permanent, full-time Planning and Development Assistant position within the County's Planning and Development Department. The successful applicant will assist the Planning and Development Manager in a wide variety of tasks including Development Permits, subdivision review, road closures, management of heritage assets, planning and development bylaws and policies and other planning related tasks.

Smoky Lake County offers a competitive compensation and benefit package and an exciting work environment. If you are looking for an opportunity to work as part of a dynamic team and to build your professional skills, this is the position for you! For more information about this exciting opportunity, please refer to the attached job description below.

If this sounds like the type of opportunity you have been looking for and you are interested in joining our team, please submit a copy of your resume with a covering letter quoting Competition # SLC-PD-001 by 4:00 p.m. Mountain Time on Friday, December 7, 2018 to:

Jordan Ruegg
Planning and Development Manager
PO Box 310, Smoky Lake, AB T0A 3C0

Email: jruegg@smokylakecounty.ab.ca
Visit our website at: <http://www.smokylakecounty.ab.ca/jobs.html>

Applications will be accepted by mail, email and in-person

Smoky Lake County wishes to thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.



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GENERAL DESCRIPTION:

Reporting directly to the Planning and Development Manager, the Planning and Development Assistant will perform a variety of planning and development tasks including intake/review of development and land use applications, preparation of planning reports, responding to public inquiries, mapping, research, filing, and other duties as required.

POSITION DUTIES:

- Respond with accurate and timely information to public inquiries regarding planning and development matters in a professional manner, by phone, email and in-person.
- Intake Development Permit applications, Compliance Certificate applications, Road Closure applications and other land use applications.
- Assist the Planning and Development Manager with mapping and research for a variety of report and file types.
- Maintain planning and development related records for the municipality's land files.
- Conduct site inspections/field visits as necessary to verify compliance.
- Office-related tasks including filing, data entry, record-keeping, invoicing, customer service and preparation of planning and development related advertising.
- Assist the Planning and Development Manager with Road Closure applications, Compliance Certificate Applications and Municipal Historic Resource Designation Applications.
- Assist the Planning and Development Manager with Subdivision and Development Appeal Board Hearings and Municipal Planning Commission meetings.
- Prepare referrals to adjacent landowners and applicable agencies for a range of planning and development related files.
- Assist with the preparation of transfer documents for sales of municipally-owned land.
- Assist with the preparation of Land Titles documents as needed.
- Assist with the preparatio of Development Agreements and Encroachment Agreements as necessary.

POSITION REQUIREMENTS:

- An undergraduate degree in planning or a related discipline. Completion of an Applied Land Use Planning Certificate (ALUP) or a combination of equivalent education and experience may be considered.
- Knowledge of Geographic Information Systems (GIS) is an asset.
- Previous experience working in a municipal setting is an asset.
- Experience with provincial planning legislation and municipal bylaws is an asset.
- Ability to work independently and in a team environment and ability to work with the public, staff and external agencies.
- Must have strong computer skills and be familiar with a range of software (Microsoft Office, Adobe Creative Suite, MuniSight/GIS, etc).
- Strong verbal and written communication skills.
- Must hold a valid Class 5 Driver's License.