



## EMPLOYMENT OPPORTUNITY

### **PLANNING & LEGISLATIVE SERVICES OFFICER** **PERMANENT FULL TIME**

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| <b>Website:</b>      | www.stpaul.ca  |
| <b>Department:</b>   | Planning & Legislative Services                          |
| <b>Location:</b>     | 5101-50 Street   |
| <b>Salary Base</b>   |  |
| <b>Level 1:</b>      | \$45,500 per annum                                       |
| <b>Level 2:</b>      | \$67,314 per annum,<br>35 hours per week / plus benefits |
| <b>Closing Date:</b> | November 1, 2021<br>(12Noon) M.S.T.                      |

### **DUTIES & RESPONSIBILITIES:**

The Town of St. Paul is looking for a Planning & Legislative Services Officer Level I or II depending on experience and education. This position reports to the Director of Planning & Legislative Services. Preparing reports, graphics, mapping and presentation displays during the review, circulation, notification and approval processes for planning related applications are some of the duties of this job. Liaises with government agencies and departments on planning related matters. The position provides both administrative and technical support for the department, as well as, front line support. Strong legislative awareness with the Municipal Government Act, Local Authorities Elections Act (LAEA), Freedom of Information and Protection of Privacy Act (FOIP), Municipal and Provincial regulations, the Land Use Bylaw, and the Safety Codes Act.

### **QUALIFICATIONS & SKILLS:**

- Knowledge and experience applying the above noted Acts, Regulations, Statutory, and Non-Statutory Plans.
- Assist with centralization of Town records.
- Ability to be respectful, resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
- Ability to be accountable for own actions and to work well on a team, including being able to keep an open-mind, be honest, fair, supportive, and to interact with all levels of staff and individuals external to the Town courteously and effectively, ensuring that a positive attitude is employed in day-to-day work.
- Ability to exercise good judgement, be proactive, and respect confidential information.
- Ability to manage multiple, and sometimes conflicting priorities, while maintaining a strong attention to detail and accuracy.
- Excellent customer service, verbal and written communication skills that allow for clear communication of complex matters.
- A moderate to high level of comfort with the use of technology is required.
- Completion of Grade 12 or GED equivalent combined with a Certificate in Land Use Planning, or the ability to obtain the combination of education and experience may be considered as an equivalent.
- Three (3) to five (5) years of experience, preferably in a municipal setting, in the capacity of a development officer or development technician/clerk.

### **HOURS OF WORK:**

- This position is both office and field based. Normal working hours are Monday to Friday from 8:30a.m. to 4:30p.m. with the occasional requirement to work outside these hours.

### **PRE-EMPLOYMENT REQUIREMENTS:**

- Satisfactory Criminal Record Check and Driver's Abstract.
- Successful applicant must provide proof of qualifications.

Applicants are invited to submit the cover letter, resume, and 2 references to: [humanresources@town.stpaul.ab.ca](mailto:humanresources@town.stpaul.ab.ca). Job specific questions can be directed to: Aline Brousseau, Director of Planning & Legislative Services / 780-645-8540

*Open until suitable candidate is found.*

*The Town of St. Paul thanks all interested applicants; however, only applications selected for an interview will be contacted.*