



PLANNING AND DEVELOPMENT ASSISTANT

Job Summary

We are seeking a dynamic and detail-oriented Planning and Development Assistant to work with our Director of Development and Infrastructure to help lead strategic initiatives in planning, project management, and community development. This role offers an exciting opportunity to shape sustainable growth, coordinate complex projects, and support environmental and economic development efforts. The ideal candidate will possess a passion for innovative planning solutions, strong analytical skills and knowledge of municipal planning and development. The Town of Millet is poised for significant growth over the coming years, bringing with it exciting new initiatives and expanding operations. This position is ideally situated within that growth, offering a clear pathway for advancement—including the strong potential to transition into a future management role as responsibilities and opportunities continue to evolve.

Job Duties And Responsibilities:

- Processes development permits, including plan interpretation, bylaw application, and recommendation drafting.
- Assists applicants, landowners, and stakeholders in understanding departmental processes, bylaws, and permits.
- Monitors and enforces permit conditions to ensure compliance, working with landowners and applicants to address deficiencies.
- Investigates development complaints and works with property owners and businesses toward resolution.
- Coordinates with the Safety Codes contractor to enforce the Safety Codes Act.
- Provides clear, professional advice and feedback on development and compliance matters.
- Responds to public inquiries and complaints by phone, email, or in-person, ensuring a positive customer experience.
- Participates in pre-application meetings and supports applicants through development and subdivision processes.
- May be required to perform field investigations.
- Assesses completeness of applications and supporting materials.
- Maintains compliance records and collaborates with Peace Officers, Bylaw Officers, Safety Codes contractors, and solicitors on enforcement.
- Assists applicants in understanding and meeting permit conditions.

Qualifications And Requirements:

- Post-secondary degree in land use planning or related field, or Certificate in Alberta Land Use Planning (or equivalent).
- Minimum two (2) years in planning and development, preferably in an Alberta municipal setting.
- Proficiency interpreting the MGA, Land Use Bylaws, and related regulations.
- Knowledge of enforcement processes and planning principles.
- Exceptional communication (both written and verbal), interpersonal, and presentation skills.
- Proficiency in Microsoft Office and familiarity with Geographic Information System (GIS), databases, and planning software.
- Ability to read and interpret construction plans, drawings, and site plans.
- Membership in the Alberta Development Officer's Association or similar, is an asset.
- Strong customer service skills – demonstrating tact, judgment, political acumen, and the ability to explain complex concepts clearly.

COMPENSATION AND BENEFITS

- The total rewards package for this position includes: A starting salary of \$49,140.00 - \$58,240.00 annually based on a 35-hour work week, and option to join the Earned Day Off Program. In addition, extended health and dental benefits, paid by the employee, LAPP, access to our confidential Employee and Family Assistance Program, paid sick time and vacation time.
- Our organization offers a health spending account annually in addition to the regular wage.

Interested applicants should send their resume to cao@millet.ca, no later than April 22, 2026.