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**Planning Clerk-Immediate Opening
Temporary-2 Month Term**

Potential Opportunity for Permanent Employment
Tuesday-Friday (8:00 am-4:30 pm)

Reporting to the Manager of Planning and Development, Thorhild County is seeking a motivated, experienced individual to provide temporary support.

Key responsibilities Include:

- Must interact with landowners, developers, and the public regarding the planning and development process, including subdivision conditions and compliance certificates.
- Issue and accept permits under Superior Safety Codes, including calculation of fees, updating, and maintenance of E-Site System.
- Act as Secretary of the Municipal Planning Commission (MPC), preparing the necessary agenda, minutes and other documents as required.
- Provide administrative support to the Manager of Planning and Development.

Qualifications/Education/Experience Required:

- Professional designations and/or equivalent experience in land use planning or an Applied Land Use Planning Certificate (ALUP).
- 1-2 years' municipal experience in planning and development directly dealing with compliance, permitting, and subdivision processing.
- Knowledge of the Municipal Government Act and applicable regulations pertaining to Planning and Subdivision; and Assessment & Taxation.
- Comprehensive knowledge of the Municipal Development Plan and Land Use Bylaw.
- Intermediate skills in MS Office products.
- Strong multitasking skills and the ability to manage projects and tasks simultaneously.
- Successful candidate will be required to provide a Criminal Records Check.

Thorhild County offers a comprehensive benefit program. Salary for this position will be determined by the candidate's education and experience. The hourly rate of pay range is \$34.23-\$43.62. Current employees of Thorhild County fulfilling the requirements essential to this position shall be considered.

Position will remain open until suitable candidate is hired.

For more information, or to apply, please contact:

Laurie Andrushchyshyn, Payroll & Personnel Manager
Thorhild County
email: laurie.andrushchyshyn@thorhildcounty.com

We thank all applicants, however, only those individuals selected for interviews will be contacted.