

ADMINISTRATIVE SUPPORT 4 – COMMUNITY DEVELOPMENT, PLANNING

The City of Camrose is seeking a highly motivated, energetic and reliable individual to fill the role of Administrative Support 4 – Community Development, Planning. Reporting to the Manager of Planning and Development, this position covers a wide range of planning and development and customer support duties for development permits, subdivisions, road closures, redistricting applications, and similar projects. The successful proponent will also be responsible for making decisions on some development permits.

FUNCTIONS/DUTIES (but not limited to):

- Provide administrative support to the Manager of Planning and Development and General Manager of Community Development.
- Assist with drafting and preparing reports, agendas, and meeting minutes for Council and committees.
- Coordinate land use amendments, redistricting applications, road closures, and disposal of municipal reserve applications.
- Research and support land development applications.
- Respond to inquiries from the public regarding application requirements, permit processes, and approval times.
- Organize and assist with public engagement events, including open houses.
- Review, track and approve sign permit applications.
- Maintain records, input data and generate quarterly and annual reports.
- Create and maintain project pages, graphics, and mapping for department initiatives.
- Compliance and enforcement duties, and other related duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Post-secondary education in office administration, business management, or legal services preferred.
- An undergraduate degree in planning, geography, political science, sociology, environmental science, or a related field is considered an asset.
- Minimum five (5) years professional experience with a demonstrated commitment to continuous learning.
- General knowledge of Development Permit application, review, and approval process.
- Working knowledge of construction terms and ability to interpret and explain the Land Use Bylaw.
- General knowledge of the Municipal Government Act of Alberta and other legislation, bylaws, regulations, subdivisions, and policies related to planning and development.
- Previous experience with GIS and/or permitting software is considered an asset.
- Familiarity with Alberta Land Titles databases is considered an asset.
- Graphic design skills are considered an asset.
- Specialist in Microsoft Office with excellence in Microsoft Word and Excel.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers a competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by February 7, 2025 at 4:30 p.m. If applying by e-mail, please ensure the job position is included in the subject line. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

CONTACT:

City of Camrose, Attention: Manager of Planning and Development
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
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