

PLANNING AND DEVELOPMENT ASSISTANT (TERM)

The City of Camrose is seeking a highly motivated, energetic and reliable individual with a strong aptitude in customer service to join the Infrastructure and Planning department – Planning and Development section as the Planning and Development Assistant. This position is a term position of approximately 12 months.

FUNCTIONS:

- Respond to general and directed phone and email inquiries from the public with respect to application requirements, additional information, permit processes, and approval times.
- Coordinates subdivision, redistricting, disposal of municipal reserves, road closures, and related applications.
- Knowledge of and responsible for tracking, scanning, records management practices, and some data entry related to the upkeep of the above noted permits.
- Accepts, reviews, tracks, and approves sign permit applications.
- Fields and responds to general complaints and inquiries related to the Land Use Bylaw.
- Identifies, organizes, and tracks enforcement efforts related to non-compliance.
- Support Administrative Assistant on front counter duties.
- Occasionally required to undertake special projects such as detailed file history review or implementation of new programs.
- Assist Long-Range Planner with engagement materials as necessary.
- Other duties as requested from time to time.

QUALIFICATIONS:

- Grade 12 diploma or GED equivalent, with a minimum 2 years of exemplary customer service supplemented with completion of an office/secretarial program, or equivalent.
- General working knowledge of construction terms, planning and development permits, Land Use Bylaw interpretation, and Titles documents, applications and processes, previous Municipal experience is an considered an asset.
- Ability to prioritize routine and project work during busy periods while considering working as part of a team.
- Advanced proficiency with Microsoft Office Suite, with familiarity of GIS, Serenic, and other database programs.
- Excellent written and communication skills.

HOURS OF WORK: Hours of work are generally 8:00 a.m. to 4:30 p.m. Monday through Friday. This position is a term position for approximately 12 months.

SALARY: The City of Camrose offers 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 email address below or in person by April 26, 2019 at 4:30 p.m. If applying by e-mail, please ensure the position title 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: Director of Planning and Development

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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