



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Planning & Development Clerk **Full-Time Permanent Position**

Under the general direction of the Senior Manager, Planning & Development, the Planning & Development Clerk is responsible for providing administration and clerical support to the Manager and Planning & Development department. The Planning & Development Clerk also carries out shared reception responsibilities and serves as the recording secretary to the Municipal Planning Commission.

Responsibilities:

- Provides clerical support to the department including filing, faxing, scanning, photocopying, responding to inquiries, and preparation of referral letters for Development Officers.
- Prepares and circulates letters, notices, and correspondence related to department activities.
- Conducts file searches in consultation with the Records Department.
- Maintains and updates tracking tool for all development, subdivision, rezoning, compliance and enforcement files.
- Drafts agreements, caveats, and registration documents as directed.
- Assists the general public on the determination of permitting requirements.
- Assists the department with the processing and administration of Development and Safety Codes permits.
- Coordinates department appointments and meetings;
- Assists with preparation of presentation material for public consultations.
- Assists with preparation of routine Planning and Development reports, including reports for submission to the Municipal Planning Commission.
- Attends department meetings and serves as recording secretary.
- Prepares and circulates agendas for all Municipal Planning Commission meetings.
- Records “live” minutes at all Municipal Planning Commission meetings.
- Assists with reception, greeting and assisting visitors and customers.
- Responds to face-to-face inquiries and ensures follow up with respect to Planning & Development.
- Carries out cash receipting and cash-out functions.

Qualifications:

- Minimum Grade 12 Diploma
- Office Administration Certificate or equivalent is an asset
- Previous Municipal/Government experience would be an asset.
- Must have/obtain accreditation with the Safety Codes Council to issue electrical, plumbing, and gas permits.
- Valid Class 5 driver’s license
- Must submit a Driver’s Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County.

Salary range is \$50,115.20 to \$65,811.20 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 39-PDC-17
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.