



INFRASTRUCTURE, PLANNING & DEVELOPMENT

MUNICIPAL DEVELOPMENT CLERK – TERM (approx. 12 months)

The Planning & Development Department of the Town of Vegreville has an opening for a **maternity leave term** clerical position. This individual will act as the Planning & Development Department's receptionist and is responsible for handling inquiries from the general public, employees, and will issue receipts as required. The successful candidate will also maintain and process Building Permit files, Development Permit files, Business License Applications, and prepare Month End Reports. This position involves a substantial amount of filing, data entry and record keeping. The successful candidate will be required to submit statistical information to other departments and government agencies.

Suitable candidates will possess the following qualifications:

- Grade 12 education and formal post-secondary Administrative Professional Training.
- Two to three years of experience, preferably in a municipal environment.
- Must be proficient with all Microsoft Office applications.
- Accurate typing skills and attention to detail.
- Good verbal and literary communication skills.
- Must possess strong interpersonal skills.
- Capable of maintaining a professional relationship with employer(s), fellow employees, and the general public.
- Must distinguish information that is sensitive in nature, utilizing sound judgment, professionalism and an appropriate level of confidentiality.
- Possess and retain a valid Class 5 Alberta Operator's License.
- Equivalent combination of education and experience may be considered.

Salary Range: \$38,473 or \$21.14/hour - \$47,654 or \$26.19/hour

Salary to commensurate with education, qualifications, and experience.

A full job description can be requested by emailing mfranke@vegreville.com

This position will remain open until a suitable candidate is found.

Submit Resumes to the attention of:

Mr. Dale Lefebvre – Infrastructure, Planning & Development Director
Box 640
4829 – 50 Street, Lower Level
Vegreville, AB T9C 1R7
Fax: 780-632-6479
Ph: 780-632-6856
Email: dlefebvre@vegreville.com

Thank you to all that apply. Only those selected for an interview will be contacted.