

POSITION SUMMARY

As the Town of Vegreville evolves, so do our employment opportunities. Our work culture includes a dynamic mix of professionals, with a diversity of skills and expertise. Under the direction of the Planning & Development Coordinator, the Planning & Development Assistant position provides integral administrative assistance. This role requires a highly organized and committed team player with the ability to multitask in support of Planning & Development operations. An ideal candidate is a self starter who can complete tasks without supervision. The successful candidate must build and maintain professional working relationships with all departments and the public which we serve and be able to work cross-functionally, carry out accountabilities, recommend solutions and implement continuous improvement opportunities. Discretion and sound judgement must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Provide front line customer service by responding to general inquiries via walk-in customer service and answering telephone calls.
- Process and maintain all building permit files, development permit files, business licence applications, and subdivision applications.
- Complete and distribute various month end and statistical reports.
- Provide support with permit compliance, land use contraventions, enforcement, and legal matters.
- Accept and receipt payment for permits, applications, and municipal goods and services.
- Provide correspondence, agendas, minutes, reports, and other related materials as required for Planning & Development.
- Draft Stop Orders, Orders to Comply, Notice of Inspection, and Enforcement Orders.
- Maintain electronic records, databases and filing for Planning & Development.
- Process and maintain filing systems including, but not limited to; land files (paper and digital), development and building permits, subdivisions, safety codes records, business licences and compliance files.
- Respond to, monitor, and determine non-conforming, non-compliant and/or unauthorized developments.
- Recording administration for several municipal boards, takes minutes and prepares agenda and meeting packages members.
- Compile information for land file searches; including FOIP requests and Environmental Site Assessment searches.
- Complete departmental accounts payable/receivable duties.
- Keep current on knowledge of local, provincial, and federal regulations, acts, plans and laws as they pertain to the Planning & Development Department's functions.
- Assume the duties, within reason, of the Planning & Development Coordinator in their absence.
- Identifies policies and procedures that may enhance the Planning & Development Department.
- Ensures Occupational Health and Safety Regulations affecting work are enforced and abide by the policies and procedures outlined in the Town of Vegreville Safety Manual.
- Assumes other duties and special projects as assigned from time to time.

KEY COMPETENCIES & QUALIFICATIONS

- A post-secondary certificate or diploma in Business Administration.
- Previous experience working within a municipal environment is considered an asset.
- Excellent verbal and written communication skills, with a high attention to detail.
- Ability to work independently to make decisions and prioritize assignments to ensure all work is completed and deadlines are met.
- Proficiency with Microsoft Office Suite software.
- Provides consistent, courteous, and knowledgeable customer service to all internal and external clients.
- Must be able to distinguish information that is sensitive in nature, utilizing sound judgement, professionalism, and an appropriate level
 of confidentiality.
- Have a good working knowledge of safety standards and practices and the ability and desire to implement them.
- Possess and retain a valid Class 5 Alberta Operators License.

Application deadline is March 9, 2023.To apply to this position, email your resume and cover letter to hr@vegreville.com.

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