



EMPLOYMENT OPPORTUNITY



PLANNER (Planning & Development)

The County of Vermilion River is seeking a highly motivated, efficient, outgoing person to join our safety-oriented team. Our fast-paced work environment will provide daily task variety and an engaging family-oriented workplace. A qualified candidate will need to have a strong ability to manage projects, be a key public point of contact and provide knowledgeable customer assistance in the field of planning and development. A post-secondary education in the planning or a related field and/or comparable work experience is preferred.

Key components of the position include:

- **Planning & Development:** apply relevant planning processes, policies and legislation; assist with proposed subdivision applications; maintain knowledge of zoning, planning practices, and legal requirements for development; assist in preparing complex long-term planning exercises, studies and growth reports; manage statistical data. Manage special projects when needed (finances, data and info management, timelines, reporting etc.).
- **Customer Service:** The use of effective communication using phones, emails, and providing in-person customer care to the general public and inter-departmentally in a helpful and courteous manner.
- **Administration:** Prepare written documents, reports, applications, agenda items etc. as required. Maintain an efficient system of filing for both digital and non-digital items such as land titles, road closures, subdivision applications and more. Adhere to policies, standards and regulations.

A competitive salary and comprehensive municipal benefits package is available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

Resumes marked: **"CONFIDENTIAL – Planner"** can be submitted to:

Attention: Kathy Jeffrey, Human Resources Manager County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com Fax: 780.846.2716

www.vermilion-river.com



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