



EMPLOYMENT OPPORTUNITY SADDLE HILLS COUNTY

**Temporary Full time
- Possible Extension to Permanent**

Planning & Development Coordinator

Saddle Hills County offers the perfect blend of rural living and sophistication. Operating out of a complex in the heart of the County, our fast-paced organization offers opportunities to which few can compare.

POSITION SUMMARY:

Supervises all aspects of the current planning and development programs. Responsible for identifying service priorities and allocating resources accordingly. Provides research into goals and priorities for the department; carries out presentations to Council, prepares reports and makes recommendations to the CAO, Council and Boards.

Oversee development and maintenance of Municipal Development Plans, Area Structure Plans, Area Redevelopment Plans and Land Use Bylaw projects. Aids developers, ratepayers and the public in meeting the conditions of subdivision approvals, development permits including appropriate inspections and enforcement. Assists in coordinating interaction with external development organizations to ensure the policies and bylaws of Saddle Hills County are followed.

QUALIFICATIONS:

- Formal education in local government, planning or enforcement field is preferred
- Post-secondary education in a recognized educational institution is an asset
- Minimum of five (5) years of experience in a municipal setting
- Excellent communication and interpersonal skills
- A high degree of accuracy in all areas of work
- Ability to work in a fast-paced, changing environment while meeting required deadlines
- Full competency in the use of Excel, Word, Outlook and PowerPoint
- Knowledge of local government administrative and legislative systems
- Minimum Class 5 driver's license. Ability to provide a satisfactory driver's abstract
- Ability to provide a satisfactory Criminal Records check

This position reports to the CAO and works closely with all County Department Heads. Competitive salary and excellent group benefits package offered.

The above statements are intended to describe the general nature of the position and are not a complete description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable candidate is found. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted.

Please send resumes clearly marked "**Private and Confidential**" to:

Human Resources
Planning & Development Coordinator
Saddle Hills County
RR 1 Spirit River, AB T0H 3G0
E-mail to: hr@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760