



## **PLANNING AND DEVELOPMENT CLERK**

MD of Willow Creek is accepting resumes for full-time Planning and Development Clerk.

The Planning and Development Clerk reports to the Director of Planning and Development and assists in the administrative operations of the Planning and Development Department to provide clerical support.

### **Requirements:**

- High school diploma or equivalent.
- 1 – 3 years' experience in an office environment. Previous experience in Municipal Planning is considered an asset.
- Highly skilled in both verbal and written communication in the English language
- Ability to take initiative, work without direct supervision and manage diverse material
- Business administration (Filing, scanning, record maintenance, letter writing)
- Proficiency in Microsoft Office is an asset
- Accuracy and attention to detail.
- Developed organizational and time management skills, to meet deadlines while performing a wide variety of tasks.
- Possess political acumen to use discretion and tact when dealing with the public
- Valid class 5 Alberta Operator's Licence.
- Clean Criminal Record

Success in this position requires positive working relationships and communication, exceptional organizational skills with the ability to support, and prioritize diverse tasks.

### **Responsibilities:**

- Provide clerical support related to various planning and development matters that include processing correspondence, invoicing, receipting, laserfiche, scanning, filing and file maintenance, mailing and meeting minutes.
- Maintain and update safety code permit records on spreadsheets and eSite, laserfiche, and filing of safety code permits and associated information.
- Assist in maintaining and updating monthly reports related to planning and development matters.
- Assist in providing support for various planning and development applications as needed.
- Assist members of the public with inquiries in person, by phone or by email.



- Assists members of the public with safety code inquiries, in person, by phone or email.
- Assist in maintaining and updating business licence applications, records, filing, and mailing and/or emailing of business licences.
- Assist in maintaining and updating Granum Cemetery records.
- Assist with providing planning and/or development related items for the MD's website and social media.
- Assist with economic development matters as needed.
- Assist with various planning and development advertising

**We Offer:**

- Exciting Opportunity to work in a team-based, positive and supportive working environment.
- Full time (40 hours per week)
- Fulfilling and challenging position.
- Ongoing opportunities for personal and professional development.
- Competitive wages and benefits

**Submit resumes to:**

**Municipal District of Willow Creek No. 26  
c/o Cindy Chisholm, Director of Planning and Development  
Box 550  
Claresholm, AB T0L 0T0  
Email : [chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com)**

This competition will close when our ideal candidate has been found. We thank all applicants for their interest, however; only those selected for an interview will be contacted.

**[www.mdwillowcreek.com](http://www.mdwillowcreek.com) - Check out our community and our lifestyle.**