



**TOWN OF STETTLER
EMPLOYMENT OPPORTUNITY**

PLANNING AND OPERATIONS CLERK

The Town of Stettler is seeking an individual who is interested in filling a full-time position as a Planning and Operations Clerk.

Reporting to the Director of Operations and Development Officer, essential duties and responsibilities will include:

- Clerical support for the Planning & Development department.
- Clerical Support for the Operational Services department.
- Respond to inquiries for information from developers, contractors and general public on Land Use Bylaw regulations, applications for development and building permits.
- On a monthly basis prepare information reports on inspections, orders and permits, record keeping, and monthly reporting to other agencies.
- Secretary to the Municipal Planning Commission and Subdivision Development Appeal Board: prepare agendas, attend meetings and record minutes.
- Assists with front counter and telephone reception duties.
- This job description is not a definitive enumeration of its scope, however, represents a general overview of what can be expected in this type of work. The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.

The ideal candidate will have the following:

- Minimum grade 12 with post-secondary education in Land Use Planning or related disciplines.
- Effective communication and organizational skills.
- The ability to work with the public in an effective and pleasant manner.
- Be a self-motivated individual.
- Competent in MS Office.
- AutoCAD experience an asset.
- Municipal experience an asset.

Interested applicants should forward a resume in confidence and three references by 1:00 p.m., Monday February 24, 2025 to:

Angela Stormoen
Development Officer
5031-50 Street, Box 280
Stettler, AB T0C 2L0
P: 403-742-8305
F: 403-742-1404
astormoen@stettler.net

Thank you to those persons in advance who submit applications, however, only those selected for an interview will be contacted.