

**DEVELOPMENT OFFICER
TOWN OF COALHURST**

The Town of Coalhurst is currently accepting applications for the full-time permanent position of Development Officer.

This position is responsible for efficiently and effectively processing and considering development and construction permit applications, development and planning related submissions, including compliance certificates, and providing information and advice in response to inquiries regarding development control and land use regulation. It involves working with the public, residents, developers, Council, other municipalities and staff and serving as Secretary to the Municipal Subdivision and Development Authority.

Qualifications:

- Post secondary diploma or degree in Land Use Planning, Urban and Rural Development, Human Geography or related disciplines or a combination of equivalent education experiences, desired
- Preferable to have two (2) years of related experience; or a combination of academic and work experience
- Strong organizational, communication, customer service and interpersonal verbal and written skills
- General knowledge of federal, provincial, and municipal legislation
- Possess skills required to operate computer systems software and related applications including word processing, spreadsheet, and databases
- Able to manage multiple tasks and assignments
- Possess a valid Class 5 driver's licence

The Town of Coalhurst offers a competitive salary, dependent upon qualifications and experience, including a comprehensive benefits package.

Interested applicants are invited to submit their resume and cover letter, in confidence, by mail or e-mail, stating "Development Officer" to:

Attention: Jeffrey Coffman
Chief Administrative Officer (Interim)
Town of Coalhurst
Box 456
Coalhurst, Alberta T0L 0V0

Telephone: (403) 381-3033 E-mail: hr@coalhurst.ca

Posting will remain open to Friday April 14th, 2023 or until a suitable candidate has been found.

We thank all applicants for their interest; however only those selected for an interview will be contacted.