



PLANNING & DEVELOPMENT ADMINISTRATION COORDINATOR

Permanent / Full-Time

At Red Deer County, we're more than just a workplace – we're a community. Our team is made up of passionate, collaborative individuals dedicated to making a positive impact in our municipality and the lives of the people we serve.

As the **Planning & Development Administration Coordinator**, you'll join an organization that values innovation, teamwork, and creating a supportive, inclusive environment where everyone can thrive. If you're looking for an opportunity to lead with purpose and make meaningful contributions alongside exceptional colleagues, this role is for you!

Key Responsibilities

As the Planning & Development Administration Coordinator, you'll be the heart of our Planning & Development team, ensuring seamless operations while fostering a culture of excellence and teamwork. Reporting to the Director of Planning and Development, you will:

- Lead and mentor a team of administrative professionals.
- Oversee department communications, filing systems, and information management.
- Deliver exceptional customer service, acting as a point of contact for public and Council inquiries.
- Assist with budget preparation and financial processes.
- Drive quality assurance programs and support departmental goals
- Undertake additional projects and responsibilities to support department goals.

Your contributions will ensure that Red Deer County continues to grow and serve its community with efficiency, professionalism, and innovation.

What You Bring to the Team

- Post-secondary diploma in office administration (or related field) and at least eight (8) years of progressive administrative experience, including supervisory roles. Local government experience and certification in land use planning or safety codes are assets.
- Proven leadership abilities, excellent communication, and a knack for multitasking.
- High proficiency in Microsoft Office is essential.
- An acceptable Criminal Record Check.

- An acceptable Driver's Abstract
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Why You'll Love Working with Us

At Red Deer County, we prioritize the well-being and work/life balance of our employees, ensuring you have time for both your career and personal life. Joining our team means becoming part of a supportive and inclusive environment that values innovation, positivity, and growth.

As a Red Deer County employee, you'll enjoy:

- A work culture like no other: inclusive, innovative, and supportive – you'll feel valued and empowered.
 - Amazing Benefits: Competitive compensation, professional development opportunities, and so much more!
 - Wonderful location: Work from a place where the scenery is as inspiring as the work.
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Additional Information

Position Type: Permanent, Full-Time

Department: Planning & Development

Hours of Work: Monday to Friday, 8:30 AM – 4:30 PM (35 hours per week)

Starting Annual Salary Scale: \$87,965.00 - \$99,006.00

"The starting salary is determined based on the candidate's qualifications, including their education and experience, to ensure fair and competitive compensation for the position."

Application Details

Join us in making a difference – apply today to become part of a team that values innovation, integrity, and the well-being of its employees.

Submit your cover letter and resume, quoting the position title, no later than **Tuesday, February 25, 2025**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



Join us at Red Deer County and make a meaningful impact!

***** A full position description is available upon request. *****

Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.

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

