

Humboldt, Saskatchewan, is a vibrant and welcoming community that offers the perfect balance of small-town charm and modern amenities. With a strong sense of community, affordable living, and a growing local economy, Humboldt is an ideal place to live and work. The city is rich in history, culture, and recreation, boasting beautiful parks, a thriving arts scene, and numerous sports facilities. Located just over an hour from Saskatoon, Humboldt provides a peaceful, family-friendly environment while still offering easy access to urban conveniences. Known as part of the "Iron Triangle", the region serves as a key manufacturing hub, with two major mining companies nearby. Humboldt's economic success is driven by innovation, a strong entrepreneurial spirit, and a commitment to growth.

Position Summary

Under the direction of the Director of Protective Services, the Community Development Coordinator plays an integral role in supporting planning and development activities by overseeing documentation, coordinating communications and ensuring efficient operations. This role requires strong organizational skills, attention to detail, and the ability to handle multiple priorities in a fast-paced environment.

Responsibilities

- Assist the department with administrative tasks related to planning, development, and building permit applications.
- Prepare, review and process permit, reports, and other planning-related documentation.
- Maintain accurate records and filing systems for development projects, ensuring compliance with municipal regulations.
- Maintain an up-to-date inventory of City-owned land, including key details such as location, size, zoning, current use, and development potential.
- Serve as a point of contact for internal and external inquiries related to planning, development and building requests.
- Record and monitor amendments, renewals and modifications to agreements, ensuring they are properly authorized and implemented.
- Provide general administrative support such as data entry, filing and office organization.
- Conduct basic research and compile data to support planning projects.
- Perform other duties as assigned by the City Planning Coordinator and City Manager
- Proficiency in Microsoft Office
- Excellent verbal and written communication skills.
- Ability to collaborate effectively with City staff, government representatives, consultants, engineers, developers and Saskatchewan Community Planning.
- Ability to work collaboratively within a team while maintaining a customer-focused attitude with interactions with the public.
- Ability to handle sensitive information with discretion and always maintain strict confidentiality.
- Excellent organizational skill and ability to manage multiple priorities.

Qualifications



- Diploma or certificate in office administration, business administration or equivalent.
- Previous administrative experience, preferably in municipal planning, development or a related sector.
- An equivalent combination of education and experience would be considered.
- Knowledge of zoning, permitting, land development, or building construction processes.
- Experience handling development applications, permits, or planning-related documentation.
- Familiarity with municipal government operations and relevant regulations.
- Strong research skills and ability to compile planning-related data.

This is an out-of-scope position, with a salary range of **\$54,454 to \$66,189**.

Email hrcoordinator@humboldt.ca with the job posting name in the subject line, no later than Tuesday 8th April 2025