



PLANNING & DEVELOPMENT SUPPORT ASSISTANT

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.

Red Deer County is offering an exciting **temporary opportunity** for a motivated individual to gain hands-on experience in the world of municipal planning and development. If you're looking to build your administrative skills, enhance your knowledge of local government operations, and be part of a collaborative and community-focused team, this position is for you!

Position Overview

Reporting to the Planning and Development Administrative Coordinator, the **Planning & Development Support Assistant** plays a key role in supporting the department through a variety of administrative and clerical tasks. This is a fantastic opportunity to grow professionally while contributing to meaningful work that helps shape our community.

Key Responsibilities

- Provide administrative support including preparing correspondence, organizing records and files, and assisting with report creation.
- Manage records for development permits, renewals, land use, and zoning from application through to issuance.
- Deliver exceptional customer service to residents, developers, and external stakeholders via phone, email, and in person.
- Assist with distributing documentation, reports, and correspondence as directed by the Director and Planning & Development Administrative Coordinator.
- Take on additional projects or tasks that support departmental goals and your own professional development.

What You Bring

- A High School Diploma plus a Post-Secondary Certificate or Diploma in Office/Business Administration.

- Minimum of four (4) years of administrative experience. A combination of education and experience may be considered.
 - Proficiency with Microsoft Office Suite, and strong data-entry skills.
 - Positive attitude, excellent communication skills, and a strong attention to detail.
 - Ability to work both independently and as part of a team in a fast-paced setting.
 - An acceptable Vulnerable Sector and Criminal Records Check.
 - Experience in a local government environment is considered an asset.
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Additional Information

Position Type: Temporary

Department: Planning & Development Services

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

Term: May 2025 – December 2025

Hourly Wage: \$30.60

Application Details

At Red Deer County, we value people who are eager to learn, contribute, and make a difference. This temporary role is a great chance to be part of a forward-thinking organization and gain experience that can shape your future career goals.

Submit your cover letter and resume, quoting the position title, no later than **5:00 p.m. Thursday April 24th 2025**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



**** 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.*

